

**Graduate Student Travel Support Application
Department of Geological Sciences**

After completing the form, have your advisor sign. Submit the form to the department secretary with: **a copy of your abstract, copies of applications to any other funding source, and copies of your most recent supervisory committee report and progress report.** *Evidence of seeking funds from other sources is vital.* The department secretary will forward packet to the graduate coordinator for approval. From there, it will be forwarded to the Dept. chair (if approved) or returned to you (if not approved or more information is needed). The Dept chair will have final approval and return it to the department secretary for processing. *Last minute requests (<2 weeks) might not be completed in time. Please submit as far in advance of your travel as possible.*

Name: _____

Date: _____

Reason for travel:

Name of Meeting: _____

Location: _____

Dates: _____

Are you presenting at this meeting? _____ **author on presentation, but not presenting?** _____

Title of presentation (attach abstract): _____

Other information (e.g., are you an author for other presentations? was your presentation invited? are you a session chair?):

Anticipated Costs (use **either** lodging and meals **or** per diem of \$80/day):

Source of Estimate/Explanation	
Travel	\$ _____
Meals/per diem	\$ _____
Lodging	\$ _____
Registration	\$ _____
Miscellaneous	\$ _____
TOTAL	\$ _____

Matching Funds (You **must** attach application form(s) or award letter, except for research grant) For each, circle whether the funds have been requested or awarded.

\$ _____ Requested/Awarded From Graduate Student Council

\$ _____ Requested/Awarded From CLAS Travel Support

\$ _____ Requested/Awarded Other organizations (e.g., GSA, AGU). please specify:

\$ _____ From Research Grants

If you have received travel funds from the Department **within the past year**, indicate the amount, date, and purpose: Amount \$ _____ Date \$ _____
Purpose _____

Your Progress: Your start term _____ Prospectus submitted? _____ approved? _____

Supervisory committee established? _____

Date of most recent committee meeting? (if meeting in near future, note date) _____

For PhD students: Completed written and oral exams? _____

Signatures: Student: _____
Student Advisor: _____
Graduate Coordinator: _____
Department Chair: _____