



## GRADUATE STUDENT RESEARCH TRAVEL GRANT REQUEST

The College of Graduate Studies will partially fund one graduate student conference travel request per academic year. The Graduate College award will be made after considering department and college contributions, as well as available funding. **You must submit this travel grant request with all required documentation no later than 3 weeks prior to the conference date in order to ensure timely funding. Departments should submit to [graduate.studies@tamusa.edu](mailto:graduate.studies@tamusa.edu).**

### Eligibility Requirements

- be enrolled in a graduate degree program
- have an accepted conference paper, poster, professional presentation, or performance/exhibit\*
- be in good academic standing (GPA=3.0 or higher) during the semester the conference is held
- meet all Texas A&M University-San Antonio travel regulations

\* A document verifying the conference has accepted the presentation or performance/exhibit must be attached to this form. The document must be sent by the conference organizer, addressed to the student (or include the student's name in the list of named presenters), and include the title of the accepted work. For regional conferences, if you do not receive conference acceptance, you must attach a letter, along with your Travel Grant Request form, from your faculty advisor confirming your acceptance of the conference presentation.

### Conference Information

Student Name (print): \_\_\_\_\_ A&M-SA Student ID : \_\_\_\_\_

A&M-SA Dept.: \_\_\_\_\_ Travel Dates (mm/dd/yy): \_\_\_\_\_

Name of Conference: \_\_\_\_\_

Location of Conference: \_\_\_\_\_ Conference Dates (mm/dd/yy): \_\_\_\_\_  
 (City & State)

### Select the following that best describes your conference participation:

- Paper Presentation     Poster Presentation     Professional Presentation     Performance/Exhibit

Presentation or Performance/Exhibit title: \_\_\_\_\_

### Estimated Travel Expenses

Table 1 - Estimated Travel Expenses

Type of Travel Expense	Expense Amount
Air Fare	
Mileage/Car Rental/Taxi	
Hotel	
Conference Fees	
Meals	
<b>TOTAL</b>	

List any research travel funds you received from sources outside A&M-SA:

Signatures

Please complete this form with the required conference verification document and submit to your department.

By selecting the boxes below, you affirm the following:

- I have read and agree to the conditions and requirements for funding.
- I have attached documents confirming that my presentation has been accepted.
- I will notify the College of Graduate Studies if any funds or allocations go unused as soon as possible.

\_\_\_\_\_  
Graduate Student Signature

\_\_\_\_\_  
Graduate Student Email Address

Approvals

(For office processing only. Use consistency in travel cost estimates when more than one student attends the same conference.)

Table 2 - Approvals Log

Approver	Award Amount	Signature	Date
Department Chair			
College Dean			
Dean of Graduate Studies			
<b>TOTAL</b>			

Table 3 - Account Number Log

Approver	Department / Sub-Department	Account	Account Attributes
Department Chair			
College Dean			
Dean of Graduate Studies			

Comments: \_\_\_\_\_

\_\_\_\_\_

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