



APPLICATION FOR A GRADUATE STUDENT TRAVEL GRANT TO  
PRESENT RESEARCH  
2008-2009

Please complete all parts of this form, have your Director of Graduate Studies (DGS) approve the request, attach a copy of the **abstract** to be presented, and send it to the Graduate School *at least two weeks* before you travel. **Incomplete or unsigned forms will be returned to the applicant.**

- Student must be the sole presenter of research conducted at Vanderbilt.
- Meeting must be a major regional, national, or international conference.
- Grants are limited - up to \$500 for domestic travel\* and up to \$1000 for foreign travel. \*\*
- Grants are limited to a maximum of one award per budget year (July 1-June 30) for domestic travel or one award per two years for foreign travel. *Student may apply for only one travel grant per year.*
- Meals are not an allowable expense for this grant .

Applicant Name \_\_\_\_\_ Graduate Program \_\_\_\_\_

Current Home Street Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Name of Meeting \_\_\_\_\_

Location \_\_\_\_\_ Dates of Attendance \_\_\_\_\_

Projected Expenses in Allowable Categories:

- |   |  |          |
|---|--|----------|
| 1. Transportation to/from meeting:  |  |          |
| Air Fare (quote from airline or travel agency)  |  | \$ _____ |
| Automobile expenses - cost of gas, oil, and tolls (If you drive a rental car, the total cost must be less than the lowest airfare.) Allowable costs are the same if using personal automobile - <b>payment for mileage is excluded.</b> |  | \$ _____ |
| 2. Ground transportation at meeting   |  | \$ _____ |
| 3. Lodging  |  | \$ _____ |
| 4. Registration Fee   |  | \$ _____ |
| Total Cost  |  | \$ _____ |

Signature of Applicant \_\_\_\_\_ Date \_\_\_\_\_

Signature of DGS \_\_\_\_\_ Date \_\_\_\_\_

\* Domestic travel is inclusive of travel throughout all of North America.  
\*\* Foreign travel represents travel outside of North America.