



**Vanderbilt Graduate School Application
Graduate Student Travel Grant to Present Research
2015-2016**

Please complete all parts of this form and attach a copy of the abstract. Return the form with appropriate signatures to the Graduate School Office *at least two weeks* before you travel.
Incomplete or unsigned forms will be returned to the applicant.

Guidelines

- Student must have completed one full academic year in the Graduate School.
- Student must be the first and sole presenter of research conducted at Vanderbilt.
- Meeting must be a major regional, national, or international conference.
- Grants are limited to \$500, and all charges must be allowable and comply with accepted Vanderbilt travel and reimbursement policies.
- Grants are awarded per budget year (July 1-June 30) and travel must begin in the year they are awarded.
 - *Students are allowed one travel grant per year, and the award may only be used for the conference listed below.*
 - *Students are eligible for three trips during their Graduate School tenure.*
- If awarded a Graduate School Travel grant, you must have travel authorization from your department prior to travel.
- All reimbursement requests must include this form, signed by the appropriate DGS and Graduate School representative.
- When booking travel in Concur, the traveler's name must be listed in the expense report to ensure proper reimbursement.

Applicant Name	Graduate Program
Student ID Number	Email Address
Name of Meeting	
Location	Dates of Attendance
Total Estimated Expenses	Amount Requested from the Graduate School (up to \$500)
Signature of Applicant	Date
Signature of DGS	Date

THIS SECTION COMPLETED BY GRADUATE SCHOOL ONLY

Approved (up to \$500.00) by the Graduate School: Yes _____ Amount _____ No _____

ACCOUNT CODE: 62620

COST CENTER: _____ - _____ - _____ - _____

Graduate School Approval

Date