Vanderbilt Graduate School Application  
Graduate Student Travel Grant to Present Research  
2017-2018  

Please complete all parts of this form and attach a copy of the abstract. The abstract must have your name printed on it. Return the form with appropriate signatures to the Graduate School Office at least four 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.

<table>
<thead>
<tr>
<th>Applicant Name</th>
<th>Graduate Program</th>
</tr>
</thead>
<tbody>
<tr>
<td>Prior Graduate School Travel Awards: 0___ 1___ 2___</td>
<td>Email Address</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Name of Meeting</th>
</tr>
</thead>
<tbody>
<tr>
<td>Location</td>
</tr>
<tr>
<td>Total Estimated Expenses</td>
</tr>
<tr>
<td>Signature of Applicant</td>
</tr>
<tr>
<td>Signature of DGS</td>
</tr>
</tbody>
</table>

---

**THIS SECTION COMPLETED BY GRADUATE SCHOOL ONLY**

Approved (up to $500.00) by the Graduate School: Yes______  Amount___________  No______

**ACCOUNT CODE: 62620**

To Administrators: Concur approvals must be routed to Mary Michael-Woolman. Please communicate this to your departmental approver.

**COST CENTER: __________ - __________ - __________ - __________**

---

Graduate School Approval  Date