



**Vanderbilt Graduate School Application
Graduate Student Travel Grant to Present Research
2018-2019**

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.
- Airfare must be booked in World Travel/Concur and the traveler's name must be listed in the expense report to ensure proper reimbursement. Also, if traveling internationally, please visit <https://wp0.vanderbilt.edu/global/global-safety/> for important information and to register your international travel.
- Alcohol cannot be reimbursed. Itemized receipts are required.

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| Applicant Name | Graduate Program |
| Prior Graduate School Travel Awards: 0___ 1___ 2___ | 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 _____

COA: ___ - ___ - _____ - _____

Graduate School Approval

Date