

**Russell G. Hamilton
Graduate Leadership Development Institute
2018 - 2019 Travel Grant Application**

Deadline April 26, 2019

Please complete all parts of this application form, **attach a current CV**, and return with appropriate signatures to the Graduate School Office by 4 PM on April 26, 2019. **Incomplete applications will not be considered.**

Guidelines

- Student must have completed one full academic year in the Graduate School.
- Student must currently be registered and in good academic standing.
- Grants are limited to \$1000. All charges must be allowable and comply with accepted Vanderbilt travel and reimbursement policies.
- Grant funds **MUST be used by June 30, 2019** and travel must begin in the year they are awarded.
If traveling after June 30th, grant funds can be used to pre-book airfare, hotels, car rentals, etc.
but all funds MUST be used by the end of the 2018-2019 fiscal year.
- Students are allowed one travel grant per year, and the award may only be used for the purpose listed below.
- Students are eligible for two trips during their Graduate School tenure.
- If awarded a 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.
- Itemized receipts are required, and alcohol cannot be reimbursed.

Applicant Name	Graduate Program
Prior GLDI Travel Awards: 0___ 1___ 2___	Email Address
Travel Purpose	
Location	Dates of Attendance
Total Estimated Expenses	Amount Requested (up to \$1000)
Signature of Applicant	Date
Signature of DGS	Date

THIS SECTION COMPLETED BY GRADUATE SCHOOL ONLY

Approved (up to \$1000.00) by the GLDI: Yes _____ Amount _____ No _____

COA: - - - -

Graduate School Approval

Date

II. PURPOSE OF TRAVEL

Provide a brief overview of your proposed travel and clearly describe how it will enhance your academic and professional development. This description should include specifically how the funds will be use (i.e. airfare, car rental, etc.). Statement of purpose should not exceed 1-page.