



**Vanderbilt Graduate School Application
Graduate Student Travel Grant to Present Research
2016-2017**

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 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.

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_____

ACCOUNT CODE: 62620

Concur: please route to Mary Michael-Woolman

COST CENTER: _____-_____ - _____ - _____

Graduate School Approval

Date