



**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.

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

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**THIS SECTION COMPLETED BY GRADUATE SCHOOL ONLY**

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

**ACCOUNT CODE: 62620**

**COST CENTER:** \_\_\_\_\_-\_\_\_\_\_-\_\_\_\_\_-\_\_\_\_\_

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

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Graduate School Approval

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Date