



**APPLICATION FOR A GRADUATE STUDENT TRAVEL GRANT TO
PRESENT RESEARCH
2014-2015**

Please complete all parts of this form, have your Director of Graduate Studies (DGS) approve the request, attach a copy of the **abstract** to be presented, and send it to the Graduate School *at least two weeks* before you travel. **Incomplete or unsigned forms will be returned to the applicant.**

- Student must be the sole presenter of research conducted at Vanderbilt.
- Meeting must be a major regional, national, or international conference.
- Grants are limited - up to \$500 for domestic travel* and up to \$1000 for foreign travel. **
- Grants are limited to a maximum of one award per budget year (July 1-June 30) for domestic travel or one award per two years for foreign travel. *Student may apply for only one travel grant per year.*
- **Meals are not an allowable expense for this grant.**

Applicant Name _____
Graduate Program

Current Home Street Address

City _____
State _____
Zip

Name of Meeting

Location _____
Dates of Attendance

Projected Expenses in Allowable Categories:

1. Transportation to/from meeting:
 - Air Fare (quote from airline or travel agency) \$ _____
 - Automobile expenses – cost of gas, oil, and tolls (If \$ _____
you drive a rental car, the total cost must be less than the lowest
airfare.) Allowable costs are the same if using personal automobile
– **payment for mileage is excluded.**
2. Ground transportation at meeting \$ _____
3. Lodging \$ _____
4. Registration Fee \$ _____

- Total Cost \$ _____

Signature of Applicant _____
Date

Signature of DGS _____
Date

* Domestic travel is inclusive of travel throughout all of North America.
** Foreign travel represents travel outside of North America.