TEXAS TECH UNIVERSITY
Graduate School™

This is a fillable PDF. You can enter information online and save the document or print it.

Print Form

TRAVEL/VIRTUAL EVENT FUNDING REQUEST

All requested information must be provided in order to be eligible for funding

RETURN THIS FORM TO: 328 Administration Building (MS1030) OR email to graduate.travel@ttu.edu - **INFORMATION ON THIS FORM MUST BE TYPED**

Date _____

Student Identification Number _____

Name _____
(Last Name)   (First Name)

Email Address (TTU email required) _____

Degree Information

Department _____

Master's

Doctoral

Admitted to Candidacy: Yes   No

All students requesting funds must be presenting and must provide the Graduate School with copies of conference/meeting agenda, registration forms, abstracts, etc. **Please refer to the Travel Funding Guidelines for detailed information.**

Trip/Event Information

Destination (City & State) _____

Virtual Event: Yes   No

Conference Dates: _____
From: To:

Name of Event (do not abbreviate): _____

Presenting?
Yes ☐   No ☐

Are you the:
Author? ☐
Co-author? ☐

Title: _____

Type of Presentation:
Poster ☐   Paper ☐

Type of Conference:
National ☐   Regional Meeting ☐   Poster ☐

*Name of Conference Hotel: _____

*Are you sharing a room?
Yes ☐   No ☐

*Is your roomate presenting?
Yes ☐   No ☐

If yes,
Roomate's name _____

Estimated Costs

Home Department Support: $ _____

Other Known Support (PI, Conference, etc.):

What expenses will dept. support cover? _____

Estimated Amounts
(provide supporting documentation)

*Cost to Destination (airfare/rental car): A _____

*Hotel: B _____

Registration Fee(s): C _____

TOTAL (A+B+C) _____

*DO NOT INCLUDE FOR VIRTUAL EVENTS!

The Department Travel Preparer and the Chairperson must sign the application. **Any missing information will result in an incomplete application which will void this request!**

Travel Preparer Printed Name _____

Travel Preparer Signature _____

Department Chair Printed Name _____

Department Chair or Financial Manager Signature _____

Revised 09/15/2020