

2025-2026 AECGO Travel Funding Application

Each traveler must complete their own form! Return to krystkel@ttu.edu.

Your (Traveler) Name: _____

R Number: _____

Conference Name: _____

Dates of Travel: _____

Location of Conference: _____

Emergency Contact Name: _____

Emergency Contact Number: _____

What will you be presenting? *(Check all that apply)*

- ☐ Poster
- ☐ Paper
- ☐ Professional Development Session
- ☐ Educational Session

Have you approached your advisor for travel funds? *(Please do this first, as AECGO will likely not be able to cover the entire trip. AECGO cannot cover registration. Our goal is to get as many students as possible to professional development events; therefore, students should use grant or other advisor funds when able to allow members without advisor funding the opportunity to attend.)*

- ☐ Yes
- ☐ No

Advisor Signature: _____

Have you fulfilled your required kitchen duty (or are signed up for a duty shift)?

- ☐ Yes
- ☐ No

Date: _____

Administrative/Business Assistant Signature (Michaela Crumpler):

Are you a member in good standing (dues paid and upholding attendance policy)?

☐ Yes

☐ No

AECGO Secretary (2025-2026: Hannah Gustin): _____

How much funding are you seeking? (Up to \$500; no partial funding will be granted)

What are you requesting funding for?

☐ Airplane Ticket (no more than \$500) How much? _____

☐ Hotel (no more than \$500) How much? _____

☐ Conference Registration (no more than \$500) How much? _____

☐ Meals (must request for per diem by location. Use this link to look up the amount:
<https://www.gsa.gov/travel/plan-a-trip/per-diem-rates>) How much? _____

☐ Other: _____ How much? _____

Important Reminders:

- The AECGO application should be started as soon as possible to allow students to seek the uncovered portion of funds from: 1) The department, then 2) The graduate school.
 - Grad school will fund \$450 for doctoral students (dept must match \$225)
 - Grad school will fund \$400 for masters (dept must match \$200)
 - <https://www.depts.ttu.edu/gradschool/financial/travel.php>
- Turn this form into the treasurer (Krysti Kelley) 4 weeks before travel. Later submissions may be accepted but may impact ability to access other funding.
- A returning student group leader will be determined to organize travel upon receiving all applications at the traveler meeting.