

NAME: \_\_\_\_\_ R#: \_\_\_\_\_

 ADDRESS: \_\_\_\_\_  
 STREET \_\_\_\_\_ CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

TELEPHONE: \_\_\_\_\_ TTU E-MAIL ADDRESS: \_\_\_\_\_

MAJOR: \_\_\_\_\_ DEGREE: \_\_\_\_\_ MAJOR PROFESSOR: \_\_\_\_\_

IF YOU ARE A DOCTORAL STUDENT, HAVE YOU BEEN ADMITTED TO CANDIDACY (i.e. finished all coursework and passed qualifying exams)? YES      NO

If "yes", which semester did you take your exams? \_\_\_\_\_

DOLLAR AMOUNT REQUESTED: \_\_\_\_\_ Conference is:      Regional      National      International

ITEMIZE EXPENSES:      Airfare: \_\_\_\_\_ Hotel: \_\_\_\_\_ Registration: \_\_\_\_\_ Other: \_\_\_\_\_

**Supporting Documentation**

- A. Copy of official letter of presentation/ poster acceptance attached
- B. Letter of support from College of Education major professor or other professor in a supervisory role

 Note: The Graduate School travel application and guidelines can be found at, <https://www.depts.ttu.edu/gradschool/financial/travel.php>

NAME OF CONFERENCE: \_\_\_\_\_

 DATE OF CONFERENCE: \_\_\_\_\_ LOCATION: \_\_\_\_\_  
 CITY \_\_\_\_\_ STATE \_\_\_\_\_

 AUTHOR(S)/ TITLE OF PRESENTATION: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

 STUDENT'S ROLE IN PRESENTATION AS STATED ON TRAVEL APPLICATION GUIDELINES FORM: \_\_\_\_\_  
 \_\_\_\_\_

 HOW WILL THIS SUPPORT BENEFIT THE COLLEGE OF EDUCATION? : \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**FOR OFFICE USE ONLY**

DATE RECEIVED IN COLLEGE OF EDUCATION GRADUATE EDUCATION OFFICE: \_\_\_\_\_

**SUPPORTING DOCUMENTATION PROVIDED:**
 COPY OF OFFICIAL LETTER OF PRESENTATION/ PAPER ACCEPTANCE

 LETTER OF SUPPORT FROM COLLEGE OF EDUCATION MAJOR PROFESSOR OR OTHER PROFESSOR IN A SUPERVISORY ROLE

**RECOMMENDATION:**
 FUND (\$ \_\_\_\_\_)

 FUND, BUT AT REDUCED AMOUNT (\$ \_\_\_\_\_)

 DO NOT FUND – REASON: \_\_\_\_\_