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TRAVEL FUNDING REQUEST

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

RETURN THIS FORM TO: Melissa Carrillo 02G Holden Hall (MS1030) 806.742.2781 x 223 - INFORMATION ON THIS FORM MUST BE TYPED

Date Student Identification Number Name (Last Name) (First Name) Email Address (ttu email required) Departmental Mail Stop Home Address City State Zip Code Phone Number

Degree Information

Check One: Masters Degree [] Doctoral Degree [] Department Admitted to doctoral candidacy? Yes [] No []

Travel Information

Destination (City & State) Trip Dates: From: To: Name of Event (do not abbreviate): Presenting? Yes [] No [] Are you the: Author? [] Co-author? [] Title: Type of Presentation: Poster [] Paper [] Conference URL: Type of Conference: National [] Regional Meeting [] Poster [] Name of Conference Hotel: Are you sharing a room? Yes [] No [] Is your roommate presenting? Yes [] No [] If yes, Roommate's name

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

Estimated Costs

Estimated Amounts (provide supporting documentation)

Amt. Department Support: Cost to Destination (airfare/rental car): What expenses will dept. support cover? Hotel Accommodations: Registration Fee(s): TOTAL

All departmental information must be submitted. The department chair must sign the application and provide an email address. Any missing information will result in an incomplete application.

Travel Preparer Email Building and Room Number Phone Number

X Travel Preparer Signature

Department Chair Printed Name

X Department Chair or Financial Manager Signature