

You must complete this form if you are applying for the Graduate Education Travel Award. Please submit the form to the Graduate Education Coordinator at least **one week prior** to the posted Deadline.

**SECTION A: STUDENT AND SUPERVISOR INFORMATION**

Student Name		ASU ID
Graduate Program	Term Admitted to ASU	Current G.P.A.
Last Milestone Completed		Date of Last Completed Milestone

By signing here, your supervisor acknowledges your application and confirms that the information contained herein is accurate.

Supervisor Name	Signature
-----------------	-----------

**SECTION B: TRAVEL JUSTIFICATION**

**What type of event will you be attending?**

- Conference     Workshop     Other

**Name of Event**

*Please attach a copy of your submitted abstract or a précis of the event AND verification of your participation in the event to this application (e.g., acceptance email, communication from conference/session organizer with session details, etc.).*

**What is the purpose of this trip?**

- Presenting a paper or poster     Requested to speak on a panel     Attending and networking at a conference
- Guest of another professor or professional     Other

Priority is given to students who are lead presenter or invited participants (with appropriate documentation, as above). Are you a lead presenter or an invited speaker/participant in the above event?  Yes     No

**SECTION C: OTHER SUPPORT**

Will you receive any additional support to attend this event (e.g., from supervisor, conference grants, other sources)?  Yes     No

If Yes, please explain and provide an estimate of the amount:

**SECTION D: DESCRIPTION**

In the space provided, please explain how this trip will benefit your research, academic, and career goals as well as to promote the interests of SGSUP and Arizona State University.

## Travel Award Application

Applications submitted directly from a student will not be accepted. Students should check with their department for their internal deadlines. Academic units should submit this form electronically (after obtaining required signatures) to: [grad-travel@asu.edu](mailto:grad-travel@asu.edu).

**I. To be completed by Student**

**MyASU Trip Request ID:**

**Student Information**

Name (Last, First, MI)	ASU 10 digit Affiliate ID	ASU Email
College	Degree Level (Masters/PhD)	Program
Unit	Event Type (Conference, Professional Development, Workshop)	Conference/Workshop Location:
GPSA Funding (Applied or Approved) \$	Other Funding Amount/Source \$	Conference/Workshop Dates:

**Unit Information**

Graduate Support Staff (Name and Email)	
Faculty Advisor/Committee Chair (Name and Email – signature required below)	
Academic Chair/Director or Graduate Director (Name and Email)	
Department Funding to support this trip (if applicable) \$	Unit Criteria for Student Selection Attached <input type="checkbox"/> Yes <input type="checkbox"/> No
MyASU Trip Account Signer (Name and ASURITE)	My ASU Trip ATO (Name and ASURITE)

**Estimated Expenses:** Please attach any documents or supporting materials

Airfare (approximate cost of round-trip)	\$ _____
Registration Fees	\$ _____
<b>Total estimated expenses</b>	\$ _____

**Student Narrative Attachment:** In addition to this Travel Award Application attach a PDF document that includes explains the purpose of this trip, your level of participation, and how you will benefit from the trip.

\_\_\_\_\_  
**Student Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Faculty Advisor/Committee Chair**

\_\_\_\_\_  
**Date**

By typing our names above (or inserting our electronic signature), we verify that we have reviewed and completed this form to the best of our ability.

## Travel Award Application

### II. To be completed by Academic Unit

#### Department/School Endorsement

- We endorse this travel award application and travel is supported in the amount of \$ \_\_\_\_\_ , please use the following account number \_\_\_\_\_.
- We endorse this travel award application, but we are unable to support financially.

#### Application Ranking

- The department is submitting more than one nominations and this nomination is ranked \_\_\_\_ of \_\_\_\_.
- Attached is also a summary of our department ranking criteria.
- We do not support this travel award application.

#### **By typing your name below (or inserting your electronic signature), you confirm your department has:**

1. Reviewed student application, student submitted the appropriate materials and any other appropriate documentation.
2. Travel authorization was submitted by student prior to submitting the award application at [fo.asu.edu/myasutrip](http://fo.asu.edu/myasutrip).
3. Applications are prioritized and forwarded to Graduate College by the academic unit.

\_\_\_\_\_  
**Academic Unit Chair/Director or Graduate Director Signature**

\_\_\_\_\_  
**Date**

**Disclaimer:** School Directors must endorse all applications and submit this form to [grad-travel@asu.edu](mailto:grad-travel@asu.edu). Requests approved by Graduate College may be fully or partially funded.

### III. Graduate College

#### **Checklist:**

- Form completed and submitted by deadline
- Purpose/Justification (Narrative)
- Signatures
- Department Endorsed
- Ranking \_\_\_\_ of \_\_\_\_
- Ranking criteria attached

#### **Decision:**

- Funding Approved
  - o Amount \$ \_\_\_\_\_
- Funding Denied

## Application Deadlines **for 2018-2019 Academic Year:**

May 25: for travel July 1 – September 30  
August 31: for travel October 1-December 31  
November 30: for travel January 1-March 31  
March 1, 2019: for travel April 1-June 30

### Purpose

Travel Awards reimburse graduate students for the airfare and/or registration cost of professional conferences and workshops. Per diem, hotel, and miscellaneous expenses are not permissible.

### Contact

[grad-travel@asu.edu](mailto:grad-travel@asu.edu): Savannah Barragan (480) 965-5873

### Award

Maximum of \$500

### Eligibility

Applicants must be regularly admitted graduate students who are in good standing with their academic unit and the Graduate College. Conference travel must be directly related to the applicant's graduate program of study.

Each student may apply for each deadline but will be awarded only up to a max of \$500 per award period for a total of \$1,000 per fiscal year (July - June).

No taxis or other local transportation will be reimbursed from these funds. Under very unusual circumstances and upon prior approval, mileage will be reimbursed.

Due to limited funding, Graduate College can only fund two (2) travel applications per program.

Non-permissible or non-reimbursable charges will be the responsibility of the academic unit or non-reimbursable to the applicant.

### **APPLICATION PROCESS**

**Please visit <https://graduate.asu.edu/pay-for-college/travel-awards#application-process>**