Save

Graduate & Professional School
Sam Houston State University

A Member of The Texas State University System

REQUEST FOR GRADUATE STUDENT TRAVEL FUNDS

To be considered, the student must be a degree-seeking graduate student in good standing currently enrolled at SHSU. Furthermore, the graduate student must be traveling to an event sponsored by a professional organization to present papers, posters, research, etc.

Student's Name:

Student's Sam ID:

Student's Email:

Full/ Part Time Status:

Graduate GPA:

Department/Program:

Full Name of Event:
(spell out acronyms)

Title of Presentation:

Destination:

Dates of Travel:

ESTIMATE OF COSTS:

- Registration Fee* $
- Transportation* $
- Air Fare $
- Hotel $ _____

TOTAL REQUESTED $

**Transportation includes mileage, taxis, shuttles, bus fare, and etc.*
**Registration Fee is the only reimbursable expense for Virtual Conferences.*

Please include the following in your submission:

- Required: Statement for the purpose of travel and how it relates to your degree program (no more than 250 words)
- Required: Resume and/or Curriculum Vitae
- Optional: Letters of Recommendation/ Support

Maximum in-state award is $600. Maximum out-of-state award is $1,200.

LIMITED TO $1,200 PER STUDENT PER ACADEMIC YEAR (includes travel and research funding)

_____ _____

Student Date Department Chair or Advisor Date

GPS Office Use Only:

Status: **Amount Awarded:** _____

Please submit the application packet to gradfunding@shsu.edu.