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The Graduate 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:

Name of Event:

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.*

Please include the following in your submission:

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

Maximum in-state award is $500. Maximum out-of-state award is $1,000.
LIMITED TO $1,000 PER STUDENT PER ACADEMIC YEAR.

_____ _____

Student Date Department Chair/Advisor Date

_____

Academic Dean Date

GS Office Use Only:

FUND_____ ORG_____ PROGRAM_____