



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 \_\_\_\_\_

**Please submit the application packet to [thegraduateschool@shsu.edu](mailto:thegraduateschool@shsu.edu).**