



Graduate Student Senate Travel Fund Award Fall 2007

Three travel award announcements are made throughout the year, designed to roughly coincide with the academic term periods. These awards are based on merit and are given to provide partial reimbursement of certain allowable expenses such as transportation, lodging and registration expenses. A committee of graduate students, faculty members, and university administrators will review all applications.

Rules

1. You can only apply for travel funds once a semester and receive no more than \$600.00 for the school year.
2. You must have ALL appropriate signatures before your application is considered.
3. If you are in the College of Arts and Sciences, you will need to turn in your form ONE WEEK BEFORE the final deadline, so the Dean has time to sign and return the forms. There has been a problem in the past with forms being turned in at the last minute and the Dean does not have time to sign them. Again, applications without signatures will not be considered.
4. If notified that you have received funding for this travel session, you will be required to show all receipts from your travels, in addition to proof of conference attendance and/or presentation (i.e. abstract, summary, page from bulletin, etc.).
5. In submitting this application, you authorize the Office of the Dean of Students to release any or all of your academic and disciplinary records to the membership of the Graduate Student Travel Award Advisory Committee for purposes limited to review of my application for an award from the Graduate Student Travel Committee. In executing this document, you also certify that the information you are providing is accurate to the best of your knowledge.



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Instructions

All information can be typed directly into the PDF document, with the exception of the signature, additional funding and date fields. **NO HANDWRITTEN APPLICATIONS!!!**

After typing in all information, print out the document. You will need to sign and date the form and you will need to have your advisor, your department head, and your college dean sign the form. **ALL SIGNATURES ARE REQUIRED!**

Please do not attach any extra information to your application (i.e. letters of recommendation, abstracts, etc.). **ONLY THE APPLICATION FORM WILL BE REVIEWED!**

NOTE: Do not leave any of the fields blank. Incomplete applications will be immediately withdrawn from consideration.

NOTE: The 'Role' field under Conference information is for your role at the conference.

If you will be presenting a poster or a talk, select 'Presenter'

If you will be attending a short course, sharing the culmination of in-depth research, or attendance is vital to career opportunities, select 'Short course attendee'

If you will be volunteering at the conference, select 'Volunteer'

If you will only be attending the conference, select 'Attendee'

If your roles is something other than described in this list, select 'Other' and describe your role in the 'Purpose for Attending Conference' section

NOTE: If you are sharing expenses with another person or group of people, please enter the total expenses into the 'Total Cost' fields, and your share of the expenses into the 'Your Share' fields. If you are not sharing expenses, please enter the same values into both the 'Total Cost' and 'Your Share' fields.

NOTE: 'Other sources amount' in the Additional Sources of Funding section is for funding that you will receive from grants, organizations, etc.

If you have any questions or concerns about this application, please contact the Graduate Student Senate at gss2@utk.edu.

**Please return only the completed application form to the Office of the Dean of Students in Rm. 413 of the Student Services Building
NO LATER THAN SEPTEMBER 5, 2007.**

**Graduate Student Senate Travel Fund Application****Fall 2007****Applicant Information**

<i>Name</i>	
<i>Net Id</i>	
<i>Email</i>	
<i>Address</i>	
<i>Phone (Work)</i>	
<i>Phone (Home)</i>	
<i>College</i>	
<i>Department</i>	
<i>Degree Sought</i>	

Expense Information

	<i>Total Cost</i>	<i>Your Share</i>
<i>Airline</i>		
<i>Auto</i>		
<i>Fuel</i>		
<i>Lodging</i>		
<i>Registration</i>		
<i>Parking</i>		
<i>Taxi/Other Transportation</i>		
TOTAL EXPENSES		

Conference Information

<i>Name</i>	
<i>Location</i>	
<i>Dates</i>	
<i>Role</i>	
<i>Prestige</i>	
<i>Type</i>	

Advisor Information

<i>Name</i>	
<i>Title</i>	
<i>Email</i>	
<i>Phone</i>	
<i>Department</i>	
<i>Advisor Signature</i>	

Purpose for Conference Attendance



Additional Sources of Funding

<i>Dept Funding Amount</i>	
<i>Dept Head Signature</i>	
<i>College Funding Amount</i>	
<i>College Dean Signature</i>	
<i>Other Sources Amount</i>	
TOTAL ADDL FUNDING	
TOTAL APPLICANT COST	

Applicant Signature**Date**