

# Graduate Student Request for Travel Funds

## Instructions

Travel to conferences, symposia, and special research opportunities is essential for the professional development of advanced research students. The University also benefits by being represented at such events. The Office of Research and Graduate Programs (RGP) has therefore established a program to supplement student travel when other funding sources are insufficient.

In order to assure that discretionary funds from RGP benefit the largest possible cross section of graduate students, the **highest funding priority** will be given to **doctoral-level students** and students in other **terminal-degree programs** (e.g., MFA) who are:

1. invited to give major talks and are not offered funds from the meeting organizers,

**OR**

2. in the final year of their programs *and* are presenting work at a national meeting where they will be evaluated by potential employers,

**OR**

3. offered a unique opportunity to conduct research on material at an off-campus site or can become involved in a special collaboration that may be available only under a limited set of circumstances.

The student should have passed their qualifying exams, unless there are extenuating circumstances. RGP guidelines for travel funding cap awards at \$300 per trip and **require 1:1 matching funds from the department and/or college**. These funds are primarily for assistance with the cost of travel, particularly airfare. These grants are **one-time awards** to Graduate Students. RGP can not provide any retroactive reimbursements.

The attached travel form, letter of matching funds, and a copy of the acceptance letter from the organizers of the meeting should be submitted to:

Dr. Winfred M. Phillips  
Vice President for Research  
P.O. Box 115500  
223 Grinter Hall  
Gainesville, FL 32611-5500

Applications must be received a **minimum of one (1) month in advance of the travel date** in order to help guide funding decisions. If your application submission is complete at the time it is received, a response will be received within 10 days.

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## Applicant Information

UFID \_\_\_\_\_ Email \_\_\_\_\_

Name \_\_\_\_\_ Date \_\_\_\_\_

Department/School \_\_\_\_\_

College \_\_\_\_\_

Degree Expected \_\_\_\_\_ Year in Program \_\_\_\_\_

Date of Qualifying Exam \_\_\_\_\_ Expected date of Graduation \_\_\_\_\_

## Meeting Information

Name of meeting \_\_\_\_\_

Location \_\_\_\_\_

Dates \_\_\_\_\_ To \_\_\_\_\_

**Type of Presentation (Check all that Apply)**  
**(Please provide a copy of any acceptance letter):**

Keynote Address \_\_\_\_\_ Invited Paper \_\_\_\_\_ Symposium Paper \_\_\_\_\_

Submitted Paper \_\_\_\_\_ Submitted Work \_\_\_\_\_ Other \_\_\_\_\_

Title of Presentation \_\_\_\_\_

Faculty and Staff Co-Authors \_\_\_\_\_

Student Co-Authors \_\_\_\_\_

• Other activities you will participate in at the meeting:

\_\_\_\_\_  
\_\_\_\_\_

• Please indicate any research grants that supported the work:

\_\_\_\_\_

• If the work to be presented is submitted rather than invited, please explain how the meeting is of particular benefit to your research and/or professional development

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**PROPOSED TRAVEL BUDGET**

Air Fare \_\_\_\_\_

Lodging \_\_\_\_\_

Registration \_\_\_\_\_

Car Rental \_\_\_\_\_

Meals \_\_\_\_\_

**Miscellaneous (e.g., Parking, Taxi, Toll, etc. Please Itemize)**

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<b>Total Required:</b> _____
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