



## GRAD STUDENT TRAVEL FUNDING APPLICATION

### Request for Travel Funding for Conferences and Training Programs

**INSTRUCTIONS:** Please complete this form, the budget template on page 2, and attach the requested supplemental material in one .pdf document. For travel in June, July, or August, students should instead submit a Student Summer Scholarship application.

Application deadlines: **AUG 1** (Sep only) | **SEP 1** (Oct-Dec) | **DEC 1** (Jan-Mar) | **MAR 1** (Apr-May)

Student Name	G Number	GMU Email
Conference/Training Name		Conference/Training Date(s)
Conference/Training Location (City & State)		Total Funding \$ Requested*
Name of faculty (if any) with whom you are working		
Authorship Order and Title of Paper or Roundtable Presentation		

**\*Budget information required on Page 2 of this application.**

### Supplemental Materials to Complete your Application (added to this PDF):

For conference travel please provide:

- 1) The abstract for your presentation.
- 2) A brief statement about your goals for the project (i.e., is it a component of your dissertation, do you plan to publish it, what is the timeline for completion and manuscript submission, etc.).
- 3) The current status of the research and presentation (best demonstrated by providing one or more of the following: a fully completed manuscript; an outline of the presentation or manuscript; PowerPoint or other presentation materials).

For training program travel please provide:

- 1) A brief statement about how the training will benefit your professional development (i.e., will you use the methodology in your dissertation or for a publication, etc.).

**Budget Details for Total Funding \$ Requested:**

Expense Category	Dollar Amount	Already paid for? Y/N	Comments – Please provide helpful details for all line items (i.e., room-sharing, lodging cost is my portion)
Flight/Train	\$		
Registration	\$		
Lodging	\$		
Transportation (i.e., Uber, Lyft, taxi)	\$		
Meals (use govt rates)	\$		
Other	\$		
<b>TOTAL TRIP</b>	\$	N/A	
Other funding applied/received	\$	N/A	Source(s): Amount(s):

**Notes:**

- The categories above reflect typical travel costs. Please provide comments **for each line item** to help us understand the total amount of funding you are requesting. Examples:
  - Flight: \$0
    - Example comment: I plan to drive to conference (or – I plan to carpool with someone who is driving to conference) – *this helps explain why you listed \$0 for flight*
  - Registration: \$0
    - Example comment: I won an award that waives my registration fee – *this helps explain why you listed \$0 for registration*
    - Alternatively, you can list the amount for registration (e.g., \$50) and enter a comment that indicates “*this is the registration amount for early-bird student registration fee*”
  - Lodging: \$0
    - Example comment: I plan to stay with someone in the area and will not incur lodging costs – *this explains why you listed \$0 for lodging*
  - Meals – you should use the [gov’t per diem rate](#) for meals, based on the dates of your travel, and list that total in your budget template (not how much you think you may spend).
- If you are **room sharing**, please list only your cost in the **Dollar Amount** column and your roommates in the **Comments** column. This is important to know when routing your reimbursement requests, especially if only one person will be listed on the hotel/lodging receipt. Example:
  - I am room-sharing with Student A and Student B. We will each be responsible for \$X of the lodging cost but Student A is paying the amount up front and we will pay them directly.
- Conference registration fees and flights **should be purchased by the department using a P-Card.** However, if you have paid for any travel-related cost already, please denote that in the appropriate column. This helps us understand the amount of your award that will be paid *before* your trip using the P-Card and the total amount you will list in Mason Finance Gateway for reimbursement purposes.
- Please provide the total amount requested for your trip (**TOTAL TRIP** row) so we understand your total anticipated costs. We understand you may be used to receiving a specific dollar amount for conferences; however, we would like to consider your full trip expenses when making decisions on award amounts.