



## Request for Graduate Student Travel Support

Name	
Banner ID	
Phone	
Address	
Email Address	

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Department:	
Reason for travel:	
Name of Conference/Seminar Attending:	
Date(s) of Conference/Seminar	
Location of Conference	
Amount of Funding Requested	
Travel Amount	
Airfare	
Mileage	
Hotel	
Registration Amount	

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### **Request Guidelines**

Must present research results (poster or verbal presentation) at a professional conference/workshop or participate in professional conference to stay current in your field of expertise (must gain new knowledge and incorporate it into the classroom).	Attach a brief summary (two pages maximum) of research results that will be presented or summary of new knowledge gained from participating in the conference and how it will be used in the classroom.
Within 10 days of return from the conference/seminar, a written report of the trip must be submitted. Travel reimbursement form must accompany the written report.	Applicants must be fulltime graduate student.
Travel must be within the United States.	<b>This form must be submitted 30 days in advance of travel to: <a href="mailto:graduatecollege@wssu.edu">graduatecollege@wssu.edu</a></b>
Maximum travel will not exceed \$1,500.	

Applicant Signature \_\_\_\_\_ Date \_\_\_\_\_

Department Chair Signature \_\_\_\_\_ Date \_\_\_\_\_