

Graduate Student Travel Funds Request Form

The following guidelines will be used in allocating graduate student travel funds:

- Support will be allocated to graduate students who are attending or presenting a paper/poster at a professional scholarly meeting
- Support confined to graduate students in the ENR Graduate Program. Environmental Science graduate students who have an Environment and Natural Resources faculty member as advisor are also eligible.
- Support will be limited to a **maximum** of \$500 per student per year for attendance or \$1000 per student per year for a presentation
- Support could be based on the continued availability of funds, number of applications/requests, proximity of destination to Columbus or Wooster, and/or the number of students traveling to a common destination meeting.

Student _____ Date of Request _____
Last Name First Name

Email _____ OSU ID No. _____

Name of meeting, professional society/association, conference or symposia

Location of meeting _____ Dates(s) of meeting _____

Title of paper/poster or anticipated title/subject

Presenting: Yes No

Mode of Presentation:

Paper/verbal Poster Abstract: Yes No

Paper to be included in Proceedings: Yes No

Mode of Travel:

Air Auto/Ground Car pool with other students/faculty

If car pooling with other students, please provide students' names:

Faculty Advisor's Action:

Approved Signature _____ Date _____
Faculty Advisor

Associate Director's Action:

Approved Amount Approved \$ _____ Signature _____ Date _____
Associate Director

Not Approved Reason _____

Upon approval of these funds, this form must be submitted to Trisha Taylor, and a travel request through the eTravel system must be filled out and also submitted via the Notification box on eTravel to Trisha Taylor (taylor.2961@osu.edu).

