

The School of Environment and Natural Resources  
**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 Kim Keethler, and a travel request through the eTravel system must be filled out and also submitted via the Notification box on eTravel to Kim Keethler (keethler.2@osu.edu).