



# GRADUATE SCHOOL

Mike Loya Academic Services Building, Room 223  
The University of Texas at El Paso  
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graduate.utep.edu

## APPLICATION FOR TRAVEL FUNDING GRANTS Submit to the Graduate School

This award competition is strictly for travel directly related to research or professional development. Full-time master's or doctoral students enrolled in a degree program are eligible. Preference will be given to requests for:

- On site research activities by a graduate student researcher.
- Oral presentation at a national or international meeting by a graduate student first author.
- Note: only one proposal per faculty mentor will be considered.

### Application Process:

1. Please complete the application cover form below.
2. Attach a single page proposal that addresses the following items:
  - a. Description of proposed travel plans.
  - b. Potential impact of travel grant.
3. Include a letter of support by thesis or dissertation chair.
4. Submit a budget that includes estimated airfare, lodging, taxi fare, registration fees, per diem for meals, other (specify).
5. Submit the complete application packet no later than the last Wednesday of each month, at least ten weeks in advance of the proposed travel.
6. For conference travel, attach a copy of paper and evidence that it has been accepted for presentation.

Only the top two proposals from a competitive pool of applicants will be funded. Awards of up to \$1,000 will be made once monthly on a competitive basis and announced on the first Monday of each month. Graduate students may receive one award per academic year.

### Award recipients must do the following to receive reimbursement:

1. The student's academic department will need to contact the Graduate School to provide an account to transfer the award. Once this step has been completed, the student will be notified via e-mail that he/she has been approved for travel.
2. Upon return from travel, the student must submit all original receipts to his/her department within a two week time frame. The department will prepare the travel reimbursement voucher. Only approved, exact costs, verified by receipts will be reimbursed.

Student's Name: \_\_\_\_\_ Student's ID: \_\_\_\_\_

UTEP E-mail: \_\_\_\_\_ Date: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_

State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Academic Unit: \_\_\_\_\_ College: \_\_\_\_\_

Major: \_\_\_\_\_ Level: \_\_\_\_\_

Supervising Faculty: \_\_\_\_\_ Ext: \_\_\_\_\_ E-mail: \_\_\_\_\_

Admin. Assistant: \_\_\_\_\_ Ext: \_\_\_\_\_ E-mail: \_\_\_\_\_

Proposed Travel Dates From: \_\_\_\_\_ To: \_\_\_\_\_

Conference Dates: \_\_\_\_\_ Destination: \_\_\_\_\_

Conference Name: \_\_\_\_\_

Total Budget Request: \_\_\_\_\_ Additional Funding: \_\_\_\_\_

Other Source of Funding: \_\_\_\_\_