

# Interdisciplinary Health Sciences PhD Program Travel Award

The main purpose of the IHS PhD Program **Travel Award** is to advance the development of the PhD student by supporting student travel to conferences to present research or scholarly activities geared towards the completion of a thesis or dissertation. **The student must be the first author of the podium presentation or poster and should present it at the conference.**

Early application is encouraged, since funds are limited.

**You must also apply** to the Graduate School Travel Award to request funds for travel to the conference.

## Travel Award Instructions

The application form is signed by the PhD student, the advisor, and the IHS program director. All documentation should be delivered electronically in 1 pdf document to **Darlene Muguero, program coordinator** at least 1 month prior to the travel.

### The application package should include:

- The Travel Award Application Form found on the next page—*read it carefully before signing it! Both, the **Main Advisor** and an IHS PhD Program Director **must** sign the application*
- Letter of invitation or acceptance from the Conference organizers
- Detailed budget

College of Health Sciences  
IHS PhD Program

# Travel Award Application

|  |
|--|
| Student name:  |
| Faculty Main Advisor Name:   |
| Dissertation/Thesis Title:   |
| Estimated graduation date:   |
| How will the award expedite the completion of your thesis or dissertation? <i>150 words or less.</i> |

**Checklist:**

- Letter of invitation or acceptance from the Conference organizers
- Detailed budget

**Note:** The application will be returned to the student without review, if any of the aforementioned elements of the proposal are missing

**If this request is granted, I understand that my acceptance obligates me to:**

- Use Anthony Travel for all air travel.
- Completed the Travel Request Form and have the IHS Program Director sign it. Send electronically to the program coordinator, Darlene Muguero, at [damuguero2@utep.edu](mailto:damuguero2@utep.edu). **Have all expenditures backed up by receipts**, including boarding passes for all portions of the trip. Obtain approval from main advisor for all submitted receipts prior to reimbursement request. Print the attached *hotel tax-exempt.pdf* file, sign and date it, and present it to the hotel when registering. If paid, hotel taxes will **not** be reimbursed.

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| <b>Student Signature</b>                                 | <b>Date</b>  | <b>e-mail address</b>                                    | <b>phone number</b>                                      |

**Faculty Mentors:** Your signature below indicates that you have met with the student to discuss this travel award request and agree that the conference travel is directly aligned with the student's academic and professional development

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| <b>Faculty Research Main Advisor Signature</b>           | <b>Date</b>  | <b>e-mail address</b>                                    | <b>phone extension</b>                                   |

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| <b>Chair or Program Director Signature</b>               | <b>Date</b>  | <b>e-mail address</b>                                    | <b>phone extension</b>                                   |