

PRESENTATION TRAVEL GRANTS

DESCRIPTION OF SUPPORT

The Student Activity Budget Committee has approved limited funds to help subsidize expenses for graduate and undergraduate students who are making presentations at academic and research conferences.

ELIGIBILITY

Students (graduate or undergraduate) whose research or creative projects have been accepted for presentation at national or regional conferences may apply for travel grants. Only enrolled students presenting papers, posters, or other research or creative work are eligible for travel grants.

AMOUNT OF SUPPORT AVAILABLE

The maximum amount awarded is \$150. Receipts must be provided to verify total expenses, reimburse in 50% of total expenses not to exceed \$150.00. This support is only available AFTER completion of the trip.

HOW THE SUPPORT MAY BE USED

Funds are allowed for only one trip per student actually making presentations (i.e. reading papers that have already been submitted and accepted) at the meetings to which they are to travel.

Professional meetings must be of benefit to the education of the students and to Radford University's educational programs.

Documentation must be provided which indicates that the most economical use of the funds is being made. For example, multiple occupancy of hotel rooms, transportation in vehicles filled with riders, or support from other funds.

APPLICATION DATES

Applications are to be delivered to the Dean of the College of Graduate and Professional Studies, Lucas Hall, at least four weeks prior to scheduled presentation. All proposals must be submitted on a request form (see next page). All proposals must first be approved by the appropriate faculty advisor or faculty sponsor.

WHAT TO INCLUDE IN THE APPLICATION

1. Submit a Request for Student Travel. Request forms can be obtained at the following sites:

Graduate College Office Lucas Hall

2. Enclose certification that the student's paper has been accepted for presentation.
3. Receive approval from advisor or faculty sponsor.

NOTIFICATION

The Dean of the College of Graduate and Professional Studies will notify recipients approximately one week after receipt of request.

POST AWARD EXPECTATIONS

Students receiving research support through this program will be expected to participate in the Undergraduate-Graduate Forum held during April of each academic year.

ADDITIONAL QUESTIONS

If you have additional questions, you may contact

Graduate College Dean
Lucas Hall
831-7163
ssteele2@radford.edu

**RADFORD UNIVERSITY
REQUEST FOR STUDENT TRAVEL**

Instructions:

1. Attach your **proposal and letter of acceptance** showing that you are on the conference program.
2. Four (4) **weeks** before your scheduled trip, complete this form and submit to: **Graduate Studies Office, Lucas Hall OR: Mail to: Graduate Studies Office, P.O. Box 6928, Radford, VA 24142**
3. Award policy: Your award letter will provide instructions on reimbursement procedures.

Name: _____ Major: _____ Status: _____

Local Address: _____

Phone: _____ Student I.D. # _____

Date of Request: _____ Departure Date: _____ Return Date: _____

Conference Location: _____

Title of Paper: _____

Description of Trip: _____

Names of other attendees from RU: _____

ESTIMATED EXPENSES

(Receipts must be submitted for all expenses. Fifty percent (50%) of total receipts not to exceed \$150 is reimbursable.)

Gasoline	\$
Airfare	\$
Other transportation (taxi, shuttle, parking, car rental, etc.)	\$
Lodging: _____ nights @ \$ _____/night	\$
Meals: _____ Breakfasts _____ Lunches _____ Dinners _____	\$
(Meals are for student presenting only. Alcoholic beverages are not reimbursable.)	
Registration Fee:	\$
Other Expenses (list):	\$
Total Expenses:	\$

Other sources of funds: _____ Amount: _____

Student Name (print): _____ Signature: _____

Faculty Sponsor (print): _____ Signature: _____

Amount Approved: _____ Disapproved: _____

Dean, College of Graduate and Professional Studies

Date

Expiration Date: _____ Date receipts forwarded to Accounts Payable: _____

I certify that expenses listed above were incurred on official business (education) for the Commonwealth of Virginia and include only such expenses as were necessary in the conduct of this business.

Budget Account: _____ Amount Approved: _____

Certified by: _____ Date: _____