

TRAVEL FUNDING APPLICATION

Updated June 2025

Please submit the following form to bartoszu@etsu.edu

Name: _____ E-Number: _____

Application Checklist:

- Travel funding application filled out completely
- Recommendation sheet from graduate coordinator or advisor
- Attached copy of abstract acceptance, if applicable
- Attached copy of receipts (airplane ticket, car rental, etc.) if applicable

Initial to signify that the information included in your application is correct: _____

Deadlines:

- For conferences held October-May: at least **4 weeks before date of departure**
- For conferences held June-August: May 1st (This will be based on funds available)

CONTACT INFORMATION

Name: _____ E#: _____ Date: _____

College within ETSU: _____ Program of Study: _____

Month/Year of Graduation: _____ Email: _____

CONFERENCE INFORMATION

Name of Event: _____

City and State of Event: _____

Dates of Event: _____

Are you presenting at the conference? Yes ☐ No ☐

If yes, please attach acceptance notification email that includes your name.

Presentation Title:

Departing on: _____ Returning on: _____

Is anyone else from your department attending the conference? Yes ☐ No ☐

FUNDING INFORMATION

Transportation funds requested from GPSA (cannot exceed \$700 if presenting, \$300 if not presenting):

Amount Requested: _____

Mode of transportation: Flying ☐ Driving ☐ Other: _____

Expected transportation costs: _____

Expected lodging expenses: _____

Expected meals and incidentals: _____

Expected registration cost: _____

Type and amount of other funding you've received for the event (e.g., department, grant, other):

Please attach any receipts you have related to your travel expenses to this application. Also, if you have any additional information that would be useful to the budget committee, please detail below.

FACULTY RECOMMENDATION FORM

This form is to be completed by the graduate coordinator or advisor

Name of Student: _____

Conference: _____

Regarding the applicant attending the above event would you:

☐ Recommend Strongly ☐

☐ Recommend ☐

☐ Recommend with Reservations ☐

☐ Do Not Recommend ☐

Are there sources of funding for students in your department to attend conferences? Yes ☐ No ☐

If so, has the applicant pursued these sources of funding? Yes ☐ No ☐

Did he/she receive any funding from these sources? Yes ☐ No ☐

Please use this space to write any additional comments which might assist in making a judgment of approval of transportation funds:

Graduate coordinator/advisor (please print):

Signature of Graduate Coordinator or Advisor: _____ Date: _____