



# Graduate & Professional School Sam Houston State University

*A Member of The Texas State University System*

## REQUEST FOR GRADUATE STUDENT TRAVEL FUNDS

To be considered, the student must be a degree-seeking graduate student in good standing currently enrolled at SHSU. Furthermore, the graduate student must be traveling to an event sponsored by a professional organization to present papers, posters, research, etc.

**Student's Name:**

**Student's Sam ID:**

**Student's Email:**

**Full/ Part Time Status:**

**Graduate GPA:**

**Department/Program:**

**Full Name of Event:**

(spell out acronyms)

**Title of Presentation:**

**Destination:**

**Dates of Travel:**

**ESTIMATE OF COSTS:**

- Registration Fee\*        \$
- Transportation\*        \$
- Air Fare                    \$
- Hotel                        \$ \_\_\_\_\_

**TOTAL REQUESTED    \$**

*\*Transportation includes mileage, taxis, shuttles, bus fare, and etc.*

*\*Registration Fee is the only reimbursable expense for Virtual Conferences.*

**Please include the following in your submission:**

- Required: Statement for the purpose of travel and how it relates to your degree program (no more than 250 words)
- Required: Resume and/or Curriculum Vitae
- Optional: Letters of Recommendation/ Support

**Maximum in-state award is \$600. Maximum out-of-state award is \$1,200.**

**LIMITED TO \$1,200 PER STUDENT PER ACADEMIC YEAR (includes travel and research funding)**

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\_\_\_\_\_  
Student

\_\_\_\_\_  
Date

\_\_\_\_\_  
Department Chair or Advisor

\_\_\_\_\_  
Date

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**GPS Office Use Only:**

**Status:**

**Amount Awarded:** \_\_\_\_\_

**Please submit the application packet to [gradfunding@shsu.edu](mailto:gradfunding@shsu.edu).**