



**The University of Memphis
College of Education Application
Graduate Student Travel Grant to Present
Research 2019-2020**

Please complete all parts of this form **and attach a copy of the acceptance letter**. The acceptance letter must have your name printed on it. Return the form with appropriate signatures to the College of Education Office *at least four weeks in advance for regional and national travel or a minimum of 3 months in advance for international travel*. **Incomplete or unsigned forms will be returned to the applicant.**

Guidelines

- **Student must be enrolled in a Masters or Doctoral degree program in the COE and a presenter of research conducted at The University of Memphis.**
- Meeting must be a regional, national, or international conference.
- Grants are limited to \$500, and all charges must be allowable and comply with accepted UofM travel and reimbursement policies.
- Grants are awarded per budget year (July 1-June 30) and travel must begin in the year they are awarded.
 - *Students are allowed one travel grant per year, and the award may only be used for the conference listed below.*
 - *Students are eligible for **three trips** during their tenure.*
- If awarded a College of Education Travel grant, you must have travel authorization from your department prior to travel.
 - All reimbursement requests must include this form, signed by the student, faculty advisor or committee chair, and the Dean or the COE Dean's representative.

Applicant Name (Printed) & UID#	Department & Program
Prior COE Travel Awards: 0___ 1___ 2___	Email Address
Name of Meeting	
Location	Dates of Attendance
Total Estimated Expenses	Amount Requested from the COE (up to \$500)
Signature of Applicant	Date
Printed Name & Signature of Faculty Advisor	Date
Department Chair's Signature	Date

THIS SECTION COMPLETED BY COLLEGE OF EDUCATION ONLY

___ Yes ___ Amount ___ No

COLLEGE OF EDUCATION APPROVAL

Date