Starting in January 2002, the College of Arts & Sciences will support graduate student travel to professional meetings on a matching basis only. Up to $200 will be matched for travel to professional organizations, according to the criteria and procedures outlined below. All requests for matching must be accompanied by signed commitments to specific sums.

I. Criteria
   A. Academic status
      1. student must be in good standing with a minimum GPA of 3.0
      2. student must be registered as full-time, defined as a minimum of
         a. 9 graduate semester-hours, or
         b. 3 hours of thesis or dissertation
   B. Purpose of travel
      1. to present at a panel, or
      2. interviews for academic positions

II. Procedures
   A. Application must be filled out and accompanied by supporting materials, including
      1. written endorsement by the Chair/Director and by the Director of Graduate Studies
      2. copy of the meeting’s program and evidence of the student’s presentation
      3. printout of unofficial transcript
      4. Travel Authorization Request (TAR)
   B. All supporting documentation is the responsibility of the graduate student’s department
   C. Application with supporting materials must be submitted no later than 4 weeks prior to travel.
      Under no circumstances will requests be considered after the completion of travel.

III. Limitations
   A. No more than one trip will be subsidized per fiscal year. The number of years of eligibility is determined by the University’s residency limits.
   B. Subsidy amounts are limited to a maximum of $200 per trip.
College of Arts & Sciences
Application for Graduate Student Travel Subsidy
(Note: The College matches a maximum of one trip annually)

Name: ________________________________   Date: ___________________

Department/School: _____________________

Dates of travel:  ________________________  Amount requested: ________________

Purpose (provide details):
________________________________________________________________________________________
________________________________________________________________________________________
________________________________________________________________________________________
________________________________________________________________________________________

Detail the matching sources of support you have received (grants, Chair’s discretionary funds, professional organizations’ subsidies, Grad Student Assn., etc.). Written documentation showing support and amounts must accompany this form:  _____________________________________________

Is request supported by the Chair? (memo of support must be attached): ________

Is request supported by the Grad Director? (memo of support must be attached): __________

I certify that this is the only travel request I have made of the College this year.

Signature: ___________________________________________________