

Youngstown State University
School of Graduate Studies and Research

Request for Graduate Student Travel Funds



Normally funds from the School of Graduate Studies and Research are available on a first-come, first-served basis to support degree-seeking graduate students who are either presenting papers at regional/national conferences or who are members of panels at such meetings. Presentations and panel participation must relate to the student's master's program. Students will not normally be supported for more than one conference per year, and departments must insure that opportunities for participation in conferences is widely available to all students in the masters program. When multiple students are attending the same program, they will normally be expected to reduce travel costs by sharing expenses as much as practically possible. Unless extenuating circumstances exist, funds will be limited to \$300 per student. In cases where needs are greater than \$300 or funds are no longer available, requests will be forwarded to the Provost for possible funding.

Student's Name: _____

Department: _____

Destination: _____

Travel Dates: _____

Title and Author(s) of Presentation:

Amount Requested: \$ _____

Attach a completed Student Travel Voucher, ***signed by student and department chair/advisor***, to this form.

Recommended:

Student's department chair or advisor

Approved:

Dean of Graduate Studies and Research

Not to exceed \$ _____