

Graduate Student Association Travel Grant Application

Instructions:

1. Print a hard copy of this application, and, once you have returned from your trip, complete it (preferably typed).

2. In addition to the application form, please enclose:

- *A separate brief letter of recommendation by your advisor or by another professor who works closely with you. This letter should confirm that the student's efforts in applying are accurate and relevant to his/her academic work and experience.*
- *A photocopy of the page(s) of the conference program that contain your name and activities.*
- *An abstract, outline, or written description of your presentation or poster. This abstract should be written so as to be interpretable to a committee who may not have the applicant's expertise.*
- *Original receipts of payment for which you seek reimbursement—including transportation, hotel, registration fees; for airfare, original boarding passes **ABSOLUTELY MUST** be included.*

3. Enclose the application with the supporting documentation in an envelope addressed to GSA Treasurer, University of Missouri-Columbia, 210 Jesse Hall, Columbia, MO 65211.

Applicant Name: _____

MU Student #: _____ Employee ID #: _____

MU Department: _____

Current Status (check one): Master's student _____

Doctoral student (not ABD) _____

Doctoral student (ABD) _____

Degree Program Projected Graduation Date: _____

Campus Address: _____

Campus Phone: _____

E-mail Address (required): _____

Travel and Return Dates: _____

Name, Location, and Sponsor of the Conference that is to be (or was) attended:

List Conference Expenses (see the website frequently asked questions for acceptable expenses and required forms of receipt):

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____

Total _____

Have you previously received a GSA travel grant (yes or no)? _____

If so, what was the amount of your award? _____

When did you receive it (month or semester and year)? _____

I have _____ or have not _____ applied for or received contributions/discounts from other sources other than the GSA for this trip.

Itemize the trip expenses for which your department has or will be reimbursing you:

Itemize any grant monies that will be applied to your trip:

List any other sources to which you have applied (or will apply) for funding and specify the requested and expected contribution from each:

Applicant's Signature and date: _____

FOR GSA USE ONLY:

Date Received _____ Committee Review Date _____

GSA recommendation (Deny OR Approve and Amount) _____