

HUMBOLDT STATE UNIVERSITY
Office for Research and Graduate Studies
Siemens Hall 130, 826-3949

GRADUATE COUNCIL STUDENT TRAVEL

APPLICATION DUE: TUESDAY, MARCH 28, 2006

Criteria:

1. Application for travel funds will be made to the Graduate Council.
2. No student will be allowed to receive more than \$300.00 during his/her course of study at Humboldt State University.
3. Eligibility Requirements: Student must have, or will be, presenting a paper, poster or performance at a peer-reviewed professional conference; and must provide a formal acceptance letter addressed to the student or equivalent evidence that indicates acceptance at the conference/show during the fall semester of 2005, or during the spring 2006 semester
4. Student must be enrolled in at least one unit.
5. The student's application will contain evidence that funding has been sought from additional sources before the request is submitted to this program.
6. Travel funds will reimburse students only for the lowest possible round-trip direct fare or mileage, single occupancy rate at a moderately priced hotel or motel (or one-half the double occupancy rate when more than one student is attending), and registration fees. Awards will not cover food, taxis or other personal expenses. In no event will reimbursement exceed a total of \$300 irrespective of expenses incurred. Upon return from travel original receipts will only be accepted.
7. Graduate and undergraduate student applications will be signed by the student. A sponsoring faculty member will submit a letter of support for the travel.
8. Preference will be given to first time applicants.
9. In the case of multiple student presenters requesting funding for a single project, the \$350.00 shall be equally distributed among the presenters.

SUBMIT ONE ORIGINAL AND THREE PHOTOCOPIES

Siemens Hall 130

COMPLETE APPLICATIONS DUE: TUESDAY, MARCH 28, 2006

APPLICATION FOR GRADUATE COUNCIL STUDENT TRAVEL

Please print clearly

Name: _____ Department: _____

Co-presenter name(s): _____

Mailing address: _____

Telephone number: _____ Student ID Number: _____

E-mail address: _____ Number of units enrolled in at time of travel: _____
(Participants must be enrolled in at least 1 unit)

Title of Conference: _____ Location: _____

Dates of travel: _____ Date of presentation: _____ Number of days: _____

Nature of presentation: _____ Paper _____ Poster _____ Performance _____ Other (specify)

You are the: _____ Sole presenter/performer _____ Co-presenter/co-performer
(If more than one co-presenter/co-performer, the \$300 will be divided)

Itemize planned expenses (see criteria 6): Total of request (cannot exceed \$300): \$ _____

Lodging: \$ _____/night Total cost \$ _____ Registration Fee \$ _____

Transportation method & cost (mileage x 44.5 cents/mile) \$ _____

Please list additional funding sources. (see criteria #5) _____

Only applications that are complete will be accepted.

_____ Letter of Acceptance attached (criteria #3)

_____ Letter(s) of support signed by faculty advisor (criteria#7)

Original itemized receipts only accepted.

I (student applying) have read and understand the conditions of this travel request and if I am awarded travel funds, I will adhere to the criteria as described above.

Signature & Date