

**GRADUATE STUDENT PROFESSIONAL DEVELOPMENT AWARD****Travel Application**

*The Office of Graduate Affairs has limited funds to provide financial assistance to degree seeking graduate students presenting research at professional conferences. Students seeking funds to offset the costs of travel and attendance should complete this application signed by the Program Director and the Department Chair/School Director. Attach any supporting materials and submit to the Office of Graduate Affairs at least 4 weeks in advance of the first date of travel. Application does not guarantee funding. Applicants will be informed about funding by email.*

Name of student \_\_\_\_\_

Student ID # \_\_\_\_\_

Degree program \_\_\_\_\_

Conference name: \_\_\_\_\_

Conference location: \_\_\_\_\_

Departure date: \_\_\_\_\_

Return date: \_\_\_\_\_

**Describe the event and the nature of your participation in it: (performing, presenting, etc...)**

Attach evidence of acceptance of presentation and a conference schedule or agenda with dates and fees.

**Describe how your presentation at this conference will contribute to your professional growth in your field:****Provide names of any other Radford University faculty or students attending the conference.****Estimated costs** (work with the Administrative Assistant for your program to complete this section)

Conference registration \$ \_\_\_\_\_

Lodging

Number of nights \_\_\_\_\_

\$ \_\_\_\_\_ pre-tax per night

\$ \_\_\_\_\_ taxes and fees per night

\$ \_\_\_\_\_ parking

Meals and incidentals \$ \_\_\_\_\_

Other expenses (indicate) \$ \_\_\_\_\_

Total estimated costs: \$ \_\_\_\_\_

Do you expect any additional funding that may be applied to the proposed travel? If yes,

\$ \_\_\_\_\_ Source(s) \_\_\_\_\_

*I have read and agree to all the information regarding this funding on the Office of Graduate Affairs website. I understand that if the amount spent should exceed the amount approved in any area, I will be responsible for the difference. I understand that my Department Chair/School Director must approve this conference for my specific program of study.*

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<b>Applicants Signature</b>	<b>Printed Name</b>	<b>Date</b>
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<b>Phone</b>	<b>Email</b>	<b>Local Address</b>	<b>City, State, ZIP</b>
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**Approvals**

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<b>Signature</b> <b>Program Director</b>	<b>Printed Name</b>	<b>Date</b>
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<b>Signature</b> <b>Department Chair/School Director</b>	<b>Printed Name</b>	<b>Date</b>
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**Amount approved by the Office of Graduate Affairs: \$ \_\_\_\_\_**

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<b>Signature</b> <b>Assistant Provost</b>	<b>Printed Name</b>	<b>Date</b>
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