OFFICE OF THE DEAN OF LIBERAL ARTS
Graduate Programs
Request for Conference Travel Fund Support
Due Dates: Travel awarded until funds are exhausted

The Dean's Office has limited funds to support graduate student travel to professional meetings. To be eligible for these funds, the student must be presenting a paper or making a presentation. The student must also be enrolled during the semester the conference is held and meet all Texas State travel regulations.

Priority Deadlines:
• **October 11**th: Students planning conference travel through Fall 2013 or Spring 2014.
• **November 22**nd: Students planning conference travel through Summer 2014.

Applications submitted after the above dates may or may not be considered due to funding limitations. All applications should be submitted electronically (PDF) to Pat Madison at Madison@uta.edu, or you may hand-deliver applications to the College of Liberal Arts Dean’s Office, 210 University Hall.

PLEASE NOTE: Once travel has been approved, the student must contact their department's Administrative Assistant with their travel details in order for proper electronic documents to be processed. An electronic "Request to Travel" must be processed prior to travel.

NAME:_________________________ STUDENT ID: 1000________________________

EMAIL ADDRESS: ___________________ HOURS ENROLLED: _______ HOURS EARNED: _______

DEGREE PROGRAM: ___________________ DEPARTMENT: _______________________

CONFERENCE NAME: _____________________________

CONFERENCE LOCATION: ___________________ CONFERENCE DATE: _________________

DESCRIBE YOUR PARTICIPATION IN THE CONFERENCE:

________________________________________________________________________

TITLE OF PAPER OR PRESENTATION (If presenting):

________________________________________________________________________

Estimated Travel Expenses
Airfare: _____ Conference Fees: _____ Hotel: _____ Mileage: _____ Meals: _____ Other: _____ TOTAL: $ _____

Include the following Items in Your Application for Full Consideration:

1. A letter from the student to Dr. L. Riding-In, Assistant Dean. Please include a brief description of the paper, presentation and/or your role in the presentation (panel, moderator, main presenter, etc).
2. A letter from the student's supervising professor to Dr. L. Riding-In, Assistant Dean, in support of the travel.
3. Official confirmation of acceptance of the paper / presentation.

For Dean's Office Use Only: Date Approved: _______ Amount Funded: ___________
Date Not Approved: _______ Department Contacted: ___________
DEFINE Document ID: _____________