

Penn State Harrisburg
Graduate Student Travel Grant Application
Office of Graduate Studies
W102 Olmsted Building
(717) 948-6315

The Graduate School and the Penn State Harrisburg Office of Graduate Studies provide some limited funds for graduate students to travel to conferences if they either PRESENT their work or otherwise participate in the conference program, for example as panel participants. The process for applying is as follows:

- Fully complete the enclosed application form (any travel supported by Penn State funds MUST be booked through the Penn State travel agency)
- Acquire School Director's endorsement (signature). School must provide some matching funds and also indicate level of matching support on the form.
- Send completed form to Office of Graduate Studies for consideration for funding

Approval is not automatic, and may not be immediate, so leave plenty of time for processing **PRIOR TO THE TRAVEL DATE**

Also, in general, a student will likely receive funding only once in an academic year. Additional requests from the student may be held up until late in the academic year.

When student receives a travel award and then finds they cannot travel, they must inform the Office of Graduate Studies immediately.

Reimbursements cannot be processed unless the student is registered at Penn State Harrisburg during the time the travel occurred.

Penn State Harrisburg
Graduate Student Travel Award Application Form
(must be fully completed for consideration)

A. To be completed by student:

Applicant's Last Name (PRINT) First Name Penn State Identification Number

E-Mail Address

Graduate Major Degree Sought

Citizenship/type of visa (if applicable) Ethnicity (Optional but will help identify other funding sources)

Number of credits enrolled during current semester: _____

Have you received a Graduate Student Travel Grant for this current academic year? __ Yes __ No

Estimated budget for travel:

- | | | |
|-------------------------------------|----------|-----------------------------------|
| 1. Transportation costs: | \$ _____ | (modes of transportation: _____) |
| 2. Lodging costs: | \$ _____ | (\$ _____ per day for _____ days) |
| 3. Food and incidentals | \$ _____ | |
| 4. Registration fee (if applicable) | \$ _____ | |
| Total requested: | \$ _____ | |

List any additional travel support received or anticipated: _____

Purpose of Travel: ____ Oral/Paper Presentation ____ Other

Attach a copy of the Presentation Abstract and letter of acceptance. If "other", attach a brief explanation of your involvement and documentation.

Conference Information: Title, location, dates _____

Signature of Graduate Student **Date**

Endorsement of Advisor or Professor In Charge **Date**

Important Note: All travel, particularly transportation, paid by Penn State funds MUST be booked through the Penn State Travel Agency

Student Name: _____

B. To be completed by School Director:

I recommend that this student be considered for the Graduate Student Travel Grant based on his or her previous record and the present status of the student's research.

School contribution: \$ _____

Other contributions: Source(s) _____ \$ _____

Signature of School Director

Date

C. To be completed by Assistant Dean of Graduate Studies:

School contribution \$ _____

OGS contribution \$ _____

Multicultural Student Services contribution \$ _____

Other contributions: Source(s) _____ \$ _____

Signature of Assistant Dean of Graduate Studies