

Graduate Student Travel Award 2015 – 2016

Minimum Requirements for Eligibility:

- The applicant must provide travel-related information in a timely basis to the administrative staff and complete the **UTRGV Authorization for Student Travel Form** with the Dean of Student's office in order to get reimbursed.
- The travel award is only open to graduate students.
- The maximum for each award is \$500. Students can use the proceeds to attend multiple conferences / workshops.
- Students can qualify for multiple awards, but priority will be given to students that have not previously been awarded.
- Must normally be a full-time graduate student, enrolled in a minimum of 9 credit hours. Students in their final semester and registered for 6 or more credit hours or enrolled in only thesis/dissertation course(s) will be eligible. If a student drops courses after receiving the scholarship and is thus no longer fulltime, he/she will be ineligible for future scholarships in this category.
- Applicants must be in good academic standing.
- The applicant must be participating at the conference / workshop as a presenter or panelist. Awards will not be given for students attending conferences / workshops as observers.
- Travel must be to a conference / workshop related to the applicant's program of study.
- The scholarship award must be used for a conference / workshop within the academic year in which it is granted. Students can apply for an award after attending a conference in the current academic year but must submit receipts to substantiate their application. A student that has made arrangements to travel in the future but has already prepaid can also apply for funding.
- Students must contact Corporate Travel at 1-866-366-1142 to request a quote first. You should book all travel through Corporate Travel unless a cheaper rate is found elsewhere, but the Corporate Travel quote must be attached to your travel receipts for reimbursements. Consider using [Concur Online Travel](#) which is one of U.T. System's on-line booking reservation tools. An icon is located through my.utrgv.edu, itravel.

Application Deadline:

For fall awards – October 30, 2015

For spring awards – February 1, 2016

For summer awards – May 27, 2016

Required Application Materials:

1. Completed application form
2. Attach a copy of conference / meeting acceptance letter
3. A brief outline (500 – 1,000 words) of the paper or poster to be presented
4. A letter of support from advisor / faculty indicating how the trip will contribute to your program of study.

Return your application to (electronic submissions are encouraged):

UTRGV Graduate College
1201 W. University Drive, MASS 1.158
Edinburg, Texas 78539
956-665-3661
gradcollege@utrgv.edu

UTRGV Graduate College
One West University Blvd.
Brownsville, Texas 78520
Sabal Hall Classroom Building 1.202
956-882-6552
gradcollege@utrgv.edu

For more information:

Mari E. Stevens, Administrative Coordinator
UTRGV Graduate College
mari.stevens@utrgv.edu



GRADUATE STUDENT TRAVEL AWARD APPLICATION

CONTACT INFORMATION

Student Name _____
First Name _____ *Last Name* _____

UTRGV Student ID _____

Address _____

Phone _____ Email Address _____

EDUCATION

Graduate Program _____

Expected Graduation Date _____ Current Graduate Cumulative GPA _____

TRAVEL REQUEST

Destination _____
Conference or Meeting Name _____

Conference / Meeting Date(s) _____

In two or three sentences, describe how this trip will advance your program of study:

STUDENT CERTIFICATION & SIGNATURE

I understand that the information submitted in my application packet will be used by the scholarship committee to make a decision on the scholarship award and I authorize UTRGV to verify the information that I have provided. I certify that the information submitted for consideration of the scholarship award is complete and correct and understand that the submission of false information is grounds for rejection of my application or withdrawal of any offer of acceptance. I understand that if selected, it will be my responsibility to provide travel information to the administrative staff in a timely basis and to complete any required forms with the Dean of Student's Office.

Signature

Date



AUTHORIZATION FOR STUDENT TRAVEL FORM

THE UNIVERSITY OF TEXAS RIO GRANDE VALLEY
DEAN OF STUDENTS Email: dos@utrgv.edu
Brownsville Office: Cortez 204 Edinburg Office: UC 323
Phone: 956-882-5141 Phone: 956-665-2260

Please fill out form and return to the Office of the Dean of Students, at least 10 business days prior to the trip. **Incomplete travel packets will not be accepted.**

I. Requestor Information: The requestor is the only individual who will receive notification upon approval of this trip.

Name of Requestor: _____ Date: _____
This individual will be responsible for issuing out approved form to appropriate departments
Position/Title: _____ Office Phone: _____
Department/Organization: _____
Notification upon approval: Fax: _____ OR Email: _____

II. Trip Information: Must be in compliance with Student Travel Policy located in Handbook of Operating Procedures, Section 5.6.3

Date(s) of Travel: Departure date _____ Return date _____
Location: _____ Place of visit: _____
City, State (please include Country if international trip) _____ Departing Campus: _____
Purpose of Trip: _____
Total number of Travelers: _____ · Number of Undergraduate Students: _____ · Number of Graduate Students: _____
· Number of Non-Students Participants: _____ · Number of Minors: _____
Type of Transportation: Please select those which apply
 Personal Vehicle University Vehicle Rental Vehicle: Company _____
 Public Transportation: Type (plane, bus, etc.) _____ Company _____
Expenses Information: Please fill if applicable
Expenses paid by: _____ Account No. (If University Account): _____

III. Faculty/Advisor Approval: A Release and Indemnification Agreement Form must be attached for each student.

This person should be able to answer questions in case of an emergency:
Name of Trip Coordinator: _____ Cell Phone #: _____
1. _____ 2. _____
Faculty Member / Advisor's Name Faculty Member / Advisor's Signature Date

Check list: For Office Use Only; Please Initial

_____ Received by: date	_____ Scanned
_____ Information Complete	_____ Date Emailed
_____ Logged	_____ Date Faxed
	_____ Filed

Important: Applicants submitting the International Form are required to collect the date and initials below prior the submission of the form.

International Oversight Committee (IOC):
Date & Initial: _____

International Programs and Partnerships (IPP):
Date & Initial: _____

____ Approved

Signature of Dean of Students' Designee Date

