

College of Arts and Letters

Guidelines for the Award of Graduate Student Travel Funds

- 1.** College of Arts and Letters Graduate Office support for graduate student travel will be limited to the amount of \$250.00 per individual for domestic travel and \$350.00 per individual for international travel in any given budget year.
- 2.** College of Arts and Letters Graduate Office funding will normally not be granted unless the student has obtained support from the home or other unit for at least \$25.00 for a request for domestic travel and \$50.00 for international travel.
- 3.** Students who wish to receive College of Arts and Letters Graduate Office travel support should request this funding prior to their travel; travel that occurred in the previous fiscal year will not be funded.
- 4.** Students' requests for funding must be accompanied by:
 - a completed Travel Funding Request form from the Graduate School website
 - a well-written abstract
 - a fiscally responsible budget
 - a confirmation of invitation/registration for the conference