

# School of Educational Foundations, Leadership and Aviation (SEFLA)

## Graduate Student Travel Grant Application

The SEFLA Graduate Student Travel Grant is offered as a means of reimbursement for SEFLA Graduate Students for costs associated with presentation of research at a State, National, or International conference. Graduate students must include the following documentation with their completed applications: (a) confirmation or acknowledgment of a *peer-reviewed* (refereed) conference research presentation, and (b) a copy of the conference document showing cost of registration (paid receipts for registration, travel and lodging are required when reimbursement requests are submitted after travel has been completed). The following terms apply: (a) applicants may receive one grant award per OSU fiscal year (1<sup>st</sup> July – 30<sup>th</sup> June), up to the amount of \$500, (b) type of referred conference will determine maximum reimbursement \$500 – International, \$350 – National, \$250 – Regional/State, (c) excluding faculty, the applicant must be 1<sup>st</sup> or 2<sup>nd</sup> author, (d) if a student is receiving funding from another university source, this will be factored into what SEFLA allocates to the same conference, and (e) applicants who are denied funding in the fall semester due to funding constraints will receive first priority in the following spring/summer semesters.

### Applicant Information

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_

Program/Major: \_\_\_\_\_

Student CWID: \_\_\_\_\_ Advisor: \_\_\_\_\_

### Funding Request

Requested Amount (up to \$500): \_\_\_\_\_ Are you requesting funding from other university sources? Y / N

### Conference Information

Conference Name: \_\_\_\_\_

Presentation Title: \_\_\_\_\_

Conference Location and Dates: \_\_\_\_\_

Conference Cost of Registration: \_\_\_\_\_

Registration Due Date: \_\_\_\_\_

Advisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

If travel is in country, the Graduate Student Travel Grant Application must be submitted at least three weeks prior to travel. If travel is out of the country, the application must be submitted at least five weeks prior to travel. Submit completed application with supporting documents to [amber.grim@okstate.edu](mailto:amber.grim@okstate.edu), School of Educational Studies Office (204 Willard Hall).

### Approval Signatures – Official Use Only

SEFLA Student Affairs Committee Chair: \_\_\_\_\_ Date: \_\_\_\_\_

SEFLA School Head: \_\_\_\_\_ Date: \_\_\_\_\_