School of Educational Studies
Graduate Student Travel Grant Application

The School of Educational Studies (SES) Graduate Student Travel Grant is offered as a means of reimbursement for SES Graduate Students with costs associated with presentation of research at a state, regional, national, or international conference. Applicants may receive one grant award per academic year, up to the amount of $500 dollars. Graduate students must include the following documentation with their completed applications: confirmation or acknowledgment of conference research presentation, copy of the conference registration document to include registration cost, lodging, and travel expenses (*Receipts are not needed for the purpose of this application. Paid receipts are required when reimbursement requests are submitted after travel has been completed*). Grants will be awarded based on demonstration of need and available funding.

**Applicant Information**

First Name: ________________________  Last Name: ________________________

Program/Major: ____________________________________________________________

Student CWID: ______________________  Advisor: ____________________________

**Funding Request**

Requested Amount (up to $500): ________________

**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, School of Educational Studies Office (204 Willard Hall).

**Incomplete applications will not be considered.** Additional funding may be available from the Graduate and Professional Government Association (http://gpsga.okstate.edu).

**Approval Signatures – Official Use Only**

SES Student Affairs Committee Chair: ________________________  Date: __________

SES School Head: ________________________  Date: __________