

## Graduate Student Travel Assistance Application Form

This form is for graduate students requesting financial assistance for academic or professional travel when departmental funding is unavailable. All requests are subject to approval. Applications and supporting materials must be submitted to the Graduate School—either in person or by email at [gradschool@mtech.edu](mailto:gradschool@mtech.edu)—no later than six (6) weeks prior to the start of travel.

### Form Requirements:

- The Graduate School does not assist with application preparation; students should work with their advisor or department head.
- Incomplete or partial applications will not be accepted. All required documents must be submitted together, with the exception of post-travel documents. If approved, travel expenses will be reimbursed.
- Students should arrange for their department to charge purchases to the department's pro-card and apply them to Index: BI6180. These expenses will then be reimbursed by the Graduate School. After final approval, the Graduate School will forward all documentation to the Research Office for processing.

### Travel Funding Documents Checklist:

1. To be completed *before* travel has taken place:
  - a) [Travel Authorization Form](#)
  - b) **Advisor Nomination and Recommendation (5 points)**
    - i) Advisors must confirm whether they lack sufficient funds to support the student's travel via email or attached to this form.
    - ii) The recommendation should highlight key benefits of conference attendance for the student's academic and professional growth.
  - c) **Personal/Professional Statement (10 points)**
    - i) A letter outlining the student's qualifications and motivation for attending the conference.
    - ii) Clearly stated goals for conference participation, such as attending professional presentations, networking with industry leaders and journal editors, and exploring collaborative opportunities.
    - iii) Justification for financial assistance.
  - d) **Research and Thesis Progress (7 points)**
    - i) Submission of a research abstract or a detailed proposal for review, regardless of acceptance status.
    - ii) Summary of research milestones and key findings.
    - iii) Indication of presentation format (oral, poster, or both).
  - e) **Student Standing and Professional Engagement (8 points)**
    - i) Membership in professional associations (if applicable).
    - ii) Enrollment status: PhD or master's student in at least their second year.
2. **Post Travel Documents: To be completed *after* travel has taken place**
  - a. **Receipts** - Please keep all receipts for relative expenses as these will need to be provided for reimbursement.
  - b. [Travel Expense Form](#)

STUDENT NAME		ID #
GRADUATE STUDENT ADVISORY PRESIDENT/ TRAVEL CHAIR SIGNATURE		DATE
Approved		Not Approved
Notes:		
GRADUATE SCHOOL DIRECTOR SIGNATURE		APPROVE
		YES      No
Graduate School Index to be charged for reimbursement		Index: BI6180