Department of Geosciences
Graduate Student Conference Travel Award Application

The Department has modest resources to support graduate student travel to present first-authored research at professional meetings. These department awards are intended to offset travel costs not covered through supervisor funds or other awards or sources (e.g., ASBSU, College of Arts and Sciences, Graduate College, sponsoring professional societies). **The student travel award amount will not exceed $500.** An approved Travel Authorization form must precede this application, and funding sources must be identified in the Travel Authorization form to cover all expenses independent of the travel award application. Awards are applied after approval of both travel authorization and award application, through prepayment or reimbursement of the listed expenses up to the award amount, so keep all receipts. Please note that all accommodations should be arranged through traditional forms of lodging (i.e. hotel stays with individual rooms); services like AirBnB are not reimbursable expenses. Department award funds cannot be used to reimburse for meals (per diem).

To apply, please provide the following information:

Student Name	
Conference Name	
Location/Dates of Meeting	
Faculty Advisor	

Title of paper you are presenting as first author	

Also, please provide an estimated travel budget for the meeting:

Registration (from conference website)	
Travel (estimated from travel website)	
Lodging (estimated portion of shared room)	
Total	

☐ I am presenting as first author an accepted abstract to the above-named conference, and I agree to assist with the Department's student recruiting efforts if needed.

Student Signature: _____   **Date:** _____

☐ I have approved of this student's presentation and travel to attend this conference, and will provide any additional resources necessary to ensure the safety and success of this professional development opportunity.

Advisor Signature: _____   **Date:** _____

Please submit this fully signed application to Susan Hamblin (susanhamblin@boisestate.edu) at least 4 weeks prior to anticipated travel, along with copies of abstract acceptance notice and approved Travel Authorization. You will be instructed on prepayment and reimbursement procedures with your approved award notification.

For office use:

☐ Approved ☐ Declined _____ _____ _____

                                 Name   Signature   Date

_____

Name   Signature   Date