

East Tennessee State University
Graduate and Professional Student Association
Application for Travel Funding

Name: _____

Today's Date: _____

College within ETSU: _____

Program of Study: _____

Deadline you would like your application reviewed? _____ Expected Graduation Date: _____

Phone Number(s): _____ Email Address: _____

Information about your event

Name of Event you wish to attend: _____

City & State of Event: _____

Dates of Event: _____

Expected Travel Dates: Leave on _____ Return on _____

Why do you want to attend this conference/meeting?

How will attending this conference help you professionally or academically?

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Faculty Recommendation

To be completed by the Applicant:

Name of Student: _____

Date of Application: _____ Deadline for Application: _____

Conference: _____

Date of Conference: _____ Intended Travel Dates: _____

Are you presenting at the Conference? Yes No

Presentation Title: _____

To be completed by Graduate Coordinator:

Regarding the applicant attending the above stated event would you:

- Recommend strongly
- Recommend
- Recommend with reservations
- Do Not Recommend

Are there sources of funding for students in your department to travel/attend conferences, workshops, professional meetings, or other events? Yes No

If so, has the applicant perused these sources of funding? Yes No

Did he/she receive any funding from these other sources? Yes No

Please use this space to write any additional comments which might assist GPSA in making a judgment of approval of GPSA Travel Funds.

Name: _____ Title: _____

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Projected Budget

Name: _____

Please include a projected budget lay-out and include supporting documents (cost of travel, hotel, food, etc) broken down by day. Please use this sheet to provide you budget information.

	Day 1	Day 2	Day 3	Day 4	Day 5	Day 6	Day 7	Totals
Date								
Destination Start								
Destination End								
Registration								
Transportation								
Airfare								
Personal Vehicle Miles								
Vicinity Mileage								
Other description								
Other amount								
Lodging								
Room Rate								
Lodging Taxes								
Lodging Totals								
Meals and Incedentals								
Daily Rate								
Other Travel Description								
Other amounts								
Daily Totals								

Total Expected Costs: \$ _____

Other sources of funding you have received:

_____ \$ _____

_____ \$ _____

_____ \$ _____

Total Money requested from GPSA: \$ _____