

# THE GRADUATE SCHOOL

The Graduate School Travel Award Application

BINGHAMTON UNIVERSITY

THE GRADUATE SCHOOL

PO Box 6000 Binghamton, New York, 13902-6000  
607-777-2077, Fax: 607-777-2501  
gradschool.binghamton.edu

**Travel award submission checklist:** Travel must be within 6 months (before or after) of application submission. Applications are due by 5:00 pm of the first Friday of April, July, or November. Recipients will be notified within 30 days of the application due date. The Graduate School provides travel awards for Binghamton University graduate students in good standing. These awards can be used for travel to conferences for the presentation of a paper or poster, or for research, including workshops or study opportunities that contribute to the successful completion of a thesis or dissertation. Graduate students are eligible for up to \$1000 once per academic year.

- Advisor letter
- Completed and signed travel form
- Proof of other funding source (or cost share waiver justification)
- Related event material

**Advisor Letter:** In 300-500 words, please provide justification for the travel award. Helpful information includes the ranking or importance of the conference in the field, the quality of the work being presented, the need for training, and/or how the travel is relevant to the student's research.

**Cost share calculator:** Students are required to supply 25% of the funds needed for travel from an alternative source.

**Total amount needed for travel:**

**Amount requested from the Graduate School:**

**Amount from alternative sources:**

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## Applicant Information

Name: \_\_\_\_\_ B Number: \_\_\_\_\_

Graduate program: \_\_\_\_\_ Semester of entry: \_\_\_\_\_

Are you officially ABD?  Yes  No Semester of admission to ABD: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Address: \_\_\_\_\_

Mail check to:  Above address  Department

## Travel Information

Travel destination: \_\_\_\_\_ Dates of travel: \_\_\_\_\_

Purpose of travel: \_\_\_\_\_

## Description

Provide a brief summary of your reasons for travel. Please attach appropriate documentation. For conference travel, a copy of the program or letter accepting your paper; for research, a prospectus and explanation of the need for and purpose of travel.

## Budget

Expenses can include billed travel or mileage reimbursement, conference registration, and lodging; meals are excluded. Proposed project must be in compliance with Graduate School and University policies, e.g., committee approval, human subject research review and approval, etc.

## Total budget requested from the Graduate School:

Limited to \$1000 per academic year

## Budget details:

**Other sources of travel funding:** Please provide proof of a minimum cost share of 25% of requested funds from advisor, department, school, or other source. If a cost share is not possible, please provide justification for a cost share waiver.

## Signatures:

Applicant signature: \_\_\_\_\_ Date: \_\_\_\_\_

Advisor signature: \_\_\_\_\_  
Department Chair or Director of Graduate Studies signature accepted

Please submit as a single .pdf file to [graduate@binghamton.edu](mailto:graduate@binghamton.edu). E-mail subject line should be First Name Last Name - Graduate School Travel Award