

# UNIVERSITY OF UTAH – GRADUATE SCHOOL GRADUATE STUDENT TRAVEL ASSISTANCE APPLICATION

Applications for Graduate Student Travel Assistance are invited from currently enrolled University of Utah graduate students whose research or creative project has been accepted for presentation at a professional meeting. This assistance is contingent upon the applicant presenting at the meeting.

Applications must be received in the Graduate School prior to travel dates. Requests are considered up to a maximum of \$400 and must be supported with a dollar-for-dollar match from university funds. Matching support must be from university funding sources, e.g., development, operation, service, research, etc. One award only will be made during each fiscal year (July 1-June 30) to any graduate student.

Student travel assistance funding can reimburse airfare, car mileage (in lieu of airfare), ground transportation fares such as shuttle or taxis, lodging, abstract fees and conference registration fees. The assistance will not reimburse meals, per diem, society memberships, or poster preparation fees.

Because travel requests in recent years have far exceeded funds available, the Graduate School requests departments or research units that can afford to support graduate student travel entirely on their own funds do so.

The Graduate School will determine total funds allotted for each month in the year; applications can be submitted any time before the travel dates but are only considered for funds allotted to the month in which the travel occurs - in the event of a trip spanning the end of one month and the beginning of another, the first date of travel will be used to determine the month to which the application will be applied. Funding is granted on a first come, first served basis until funds for the month are exhausted. Those applications not supported will be put on a reserve list for each month to be used in the event those awarded funding cannot or do not use it.

Incomplete applications result in delays in processing. Please check off each item below to verify that it has been included with your application. The Graduate Student Travel Assistance application must include:

1. a certification of eligibility to receive funding as a U.S. citizen or a citizen of another country who is lawfully present in the U.S. (page 2 of this form); SB-253 form
2. a completed application (page 3 of this form);
3. a copy of the abstract or project description submitted for the meeting;
4. a travel estimate for eligible expenses – you may use the online form found at the University of Utah Travel Department website:  
<http://afs.admin.utah.edu/download/PreRegistrationAuthorization.pdf>
5. a single-page statement about the value of the meeting and presentation to your professional development as well as to the mission of your department or research lab.
6. A copy of the acceptance letter or email showing you have been accepted to present at the conference or meeting.

For further information, please contact the Graduate School by phone at 581-7642.

PLEASE NOTE THAT ANY AWARDS THAT ARE NOT CLAIMED BY THE DEPARTMENT  
WITHIN 60 DAYS OF TRAVEL WILL BE CONSIDERED FORFEITED.



**State or Federally-Funded Scholarships,  
Fellowships, or Other Financial Aid**

Any student who receives a scholarship, fellowship, or other state or federally-funded financial aid administered by the University of Utah is required by state law to certify that they are eligible to receive the scholarship as a U.S. citizen or a citizen of another country who is lawfully present in the U.S. If students do not know whether they are in the U.S. lawfully, they should seek the advice of an immigration attorney before accepting an award of financial aid that requires certification and verification.

Student Citizenship Status (Check one of the following):

- U.S. Citizen
- Lawfully Present, Non-Citizen of the U.S.

Prior to the disbursement of any scholarship/financial aid, the University of Utah is required by law to verify with the Department of Homeland Security (DHS) the lawful presence in the U.S. of students who are not U.S. citizens. Once the University submits a student's information to DHS for verification, this federal agency may have the legal right to share the information with other government agencies.

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Student ID

By signing this application, I certify under penalty of perjury that I am either a U.S. citizen or a citizen of another country who is lawfully present in the U.S. I understand that my status and eligibility for financial aid/scholarship within the U.S. will be verified through the Department of Homeland Security prior to an award of this scholarship/financial aid.

\_\_\_\_\_  
Applicant Signature

**UNIVERSITY OF UTAH – GRADUATE SCHOOL  
GRADUATE RESEARCH STUDENT TRAVEL ASSISTANCE APPLICATION**

*To be considered, applications must be received by the Graduate School prior to dates of travel.  
Incomplete applications will be returned for completion. Please Print Legibly*

NAME: \_\_\_\_\_  
Last First/MI

ADDRESS: \_\_\_\_\_  
Campus Address **Umail Address:** In accordance with University policy, communication is only done via Umail accounts.

\_\_\_\_\_ Academic Department/Division of Degree Sought Degree & Approximate Completion Date

ETHNIC ORIGIN: (OPTIONAL: PLEASE CIRCLE THE ONE THAT BEST DESCRIBES YOU)

*American Indian/Alaska Native    Asian American    Black/African American    Native Hawaiian/Pacific Islander    Latina/o    White*

Have you received Graduate Research Student Travel Assistance before?    No    Yes/what year? \_\_\_\_\_

MEETING: \_\_\_\_\_

CITY/STATE: \_\_\_\_\_ DATES: \_\_\_\_\_

TITLE OF PAPER/PRESENTATION: \_\_\_\_\_

**FOR DEPARTMENT TRAVEL COORDINATORS:**

MAXIMUM AMOUNT OF GRADUATE RESEARCH STUDENT TRAVEL ASSISTANCE IS \$400.00

DEPARTMENT WILL MATCH UP TO \$ \_\_\_\_\_ UNIVERSITY TRAVEL NUMBER: \_\_\_\_\_ **(Required)**

Your signature below indicates that you understand that any awards that are not claimed within 60 days of the date of travel will be forfeited by the department.

\_\_\_\_\_  
DEPARTMENT TRAVEL COORDINATOR email address

Signatures indicate commitment to matching funds up to amount listed above and belief in scholarly merit of presentation to the academic field and to the student's academic career.

\_\_\_\_\_  
STUDENT ADVISOR'S SIGNATURE Date NAME OF ADVISOR email address

\_\_\_\_\_  
DEPARTMENT CHAIR'S SIGNATURE Date NAME OF DEPARTMENT CHAIR email address

**Please return completed application to The Graduate School, University of Utah, 302 Park Building.**

GRADUATE SCHOOL USE ONLY:

APPROVED/WAIT: DATE \_\_\_\_\_ BY \_\_\_\_\_ APPROVED FOR: \$ \_\_\_\_\_