

1906 College Heights Blvd. #11010 | Bowling Green, KY 42101-1010 | Phone: 270-745-2446 | Fax: 270-745-6950 | gstravelapp@wku.edu

FELLOWSHIP Travel Grant Application

Funding from the Provost's Initiatives for Excellence and the Graduate School makes this conference funding possible. Travel funds are intended for students traveling to present at professional meetings and conferences. Limited funding is available.

Please submit the following **REQUIRED** documents with your application:

1. Travel Grant Application Form
2. Formal Budget Form
3. Pre-Travel Statement (2–3 page narrative)
 - a. Abstract
 - b. What will be learned/achieved
 - c. Relevance of the conference presentations to the research being undertaken
 - d. Discussion of how the travel is necessary to gain access to specialized materials, instrumentation, or information, etc.
4. Formal Acceptance Notification from the Conference

If awarded funding, upon your return, you will be required to turn in the following materials to be reimbursed for your travel expenses:

1. Travel Expense Voucher and Itemized Final Budget
2. Receipts
3. Create/Maintain a [Student Engagement Activities Transcript](#)

***ALL APPLICATION MATERIALS ARE TO BE SUBMITTED TO gstravelapp@wku.edu.**

Name _____
Last First M WKU ID #

Department _____ Advisor _____

Travel Destination _____ Dates of travel _____

Trip Amount \$ _____ Amount Requested \$ _____ Are you a Graduate Research Fellowship Student? Yes ___ No ___

Are you receiving other financial assistance to support this travel? Yes ___ No ___ If yes, by whom? _____

APPLICANT SIGNATURE _____ Date _____

ADVISOR: I endorse this activity and support it by requesting funding in the amount of \$ _____.

Advisor Signature _____ Date _____

Please evaluate the merit of this activity and the intended learning outcomes in the space below.

DEPARTMENT HEAD: I endorse this activity and support it with departmental funds in the amount of \$ _____ and request additional funds from the College Dean in the amount of \$ _____.

Department Head Signature _____ Date _____

Please evaluate the merit of this activity and the intended learning outcomes in the space below.

COLLEGE DEAN: I endorse this activity and support it with departmental funds in the amount of \$ _____ and request additional funds from the Graduate School in the amount of \$ _____.

College Dean Signature _____ Date _____