

Travel Grant Submission Checklist: Travel must be within six months (before or after) of application submission. Applications are due by 5:00 pm of the first Friday of July, November, or April. Recipients will be notified within 30 days of submission. The Graduate School provides travel grants for Binghamton University graduate students in good standing. These grants may be used for travel to conferences for the presentation of a paper or poster or for research (including workshop or study opportunities that contribute to the successful completion of a thesis or dissertation). Graduate students are eligible to be funded once per academic year.

- Related Event Material
- Completed Travel Form
- Advisor Letter
- Proof of Other Funding Source (Or Cost Share Waiver Justification)

Advisor Letter: In 300 to 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, and/or the need for training or how the travel is relevant to the student's research.

Cost Share Calculator: Students are required to supply 25% of the requested amount of funding from an alternative source.

Requested Amount for Travel Funding:

Required Amount to Provide From Alternative Sources:

Total Funding:

Applicant Information

Name:	B Number:
Graduate Program:	Semester of entry:
Are you officially ABD? <input type="checkbox"/> Yes <input type="checkbox"/> No	Semester of Admission to ABD:
Phone:	E-mail:
Address:	
Mail check to: <input type="checkbox"/> Above Address <input type="checkbox"/> Department	

Travel Information

Travel Destination:	Dates of Travel:
Purpose of Travel:	

Project 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:
(Limited to \$1000 per year)

Budget Breakdown:

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:	
(Departmental Chair or Director of Graduate Studies may sign instead)	

Please submit completed form to gfin@binghamton.edu as one PDF file.