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**Graduate Student Travel Grant Application**

**Criteria:** To qualify, a graduate student must be enrolled in the School of Education as a full-time graduate student pursing a Master’s degree or PhD. The student must be participating as an officially invited presenter or co-presenter at a professional conference with the purpose of disseminating scholarly research.

**GRADUATE ASSISTANTS:** First apply to the CHSE GA Tiger Fund. This fund awards up to $1000 for travel related expenses. GA’s can then apply to the SOE Graduate Student Travel Grant for up to an additional **$250**. GA’s who receive the CHSE GA Tiger Fund can simply forward the approved CHSE travel award to the SOE Business Manager for processing and to obtain approval by the SOE Director.

**GRADUATE STUDENTS (non-GA’s):** please submit the following information to the SOE Business Manager for processing and approval determination by the SOE Director. Graduate Students may be awarded up to $450 for travel-related expenses.

**Name:**

**Degree Program Enrolled:**

**Purpose of travel:**

**Conference:**

**Dates of Travel:**

**Destination City/State:**

**Estimate dollar amount of travel related expenses (airfare, hotel, registration, etc.):**

**Please include a copy of presentation acceptance from Conference**

Submit Application and information to Danielle Sule (SOE Business Manager) at [dsule@lsu.edu](mailto:dsule@lsu.edu)

Please Note:

\*All travel awards are on a reimbursement basis after travel is completed

\*To receive reimbursement, all travelers must adhere to the University Travel regulations

\*If awarded travel funding, instructions will be provided with how to submit for reimbursement

\*Graduate Students are limited to receiving this award once per academic year

\* Graduate Students are encouraged to apply as far in advance as possible; applications will be reviewed monthly