



NMSU Graduate School  
Educational Services Building Room 301  
MSC 3GS P.O. Box 30001  
Phone: 575-646-5746 Fax: 575-646-7758  
<http://gradschool.nmsu.edu>

## Conference Travel Awards for Currently Enrolled Graduate Students

The Graduate School accepts applications from July 1<sup>st</sup> to April 15<sup>th</sup>. To receive support, students must submit an application packet at least 10 days prior to the conference date. In addition, students must meet and submit the following requirements:

1. Be enrolled in graduate school during the semester an award is granted. If the conference is during the summer, be registered for the following fall semester.
2. Complete the application form.
3. Show proof that the proposal has been accepted. An acceptance email or letter should be attached to the application with a copy of the accepted proposal.
4. Attach a letter of recommendation from your research advisor indicating that your advisor has reviewed and approved the presentation.
5. Obtain additional funding from your department, academic college, and/or other sources.
6. For international travel, an approved copy of the *Student International Travel Form* and the *Student International Travel Waiver* (<http://ibp.nmsu.edu/nmsu-students/travel-forms/>) must be attached.
7. Agree to present your work at the Graduate Research and Arts Symposium (GRAS) which is held each spring semester. Distance learning students are not required to meet this requirement.

Students can receive up to \$150 for in-state travel, up to \$350 for out-of-state travel, and up to \$600 for international travel. Awards are based on available funding. The maximum amount a graduate student may receive is \$600 per degree program. Not all students will receive this merit award.

Students will be notified by email once the application has been reviewed and a decision made. Please note that reimbursement will be after the trip has taken place, and receipts are necessary to receive reimbursement. Receipts must be submitted to and processed by student's home department.

**APPLICATIONS ARE ACCEPTED JULY 1<sup>ST</sup> TO APRIL 15<sup>TH</sup>  
THE GRADUATE SCHOOL WILL NOT REIMBURSE STUDENTS AFTER May 30<sup>TH</sup>**



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GRADUATE STUDENT CONFERENCE TRAVEL GRANT APPLICATION FORM

Name: \_\_\_\_\_ Aggie ID: \_\_\_\_\_  
NMSU Email: \_\_\_\_\_ Phone Number: \_\_\_\_\_  
Department: \_\_\_\_\_ Date: \_\_\_\_\_  
Ph.D.          Masters  
Name of Conference: \_\_\_\_\_  
Location of Conference: \_\_\_\_\_  
Title of Presentation: \_\_\_\_\_  
Oral presentation :                  Poster Session:                  Other:  
Travel Dates: Leave: \_\_\_\_\_ Return: \_\_\_\_\_  
Mode of Travel: \_\_\_\_\_

How many graduate school conference travel awards have you received in the past?

**Please attach:**

- 1. Proof of acceptance of paper or poster to be presented**
- 2. Letter from research advisor indicating that presentation has been reviewed and approved**
- 3. For international travel, a copy of the approved international travel forms**

The maximum amount a graduate student may receive is \$600 per degree program.

Applicants must be enrolled in the Graduate School as a student during the semester an award is granted. If the conference is during the summer, student must be enrolled for the following fall semester.

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Please show the total costs of the conference below. Prior to submitting the application to the Graduate School, students must obtain approvals including the amount of funding that will be provided by the department, college, and/or other sources.

**Costs**

**Funds Committed**

Travel:

Department:

Per Diem:

College:

Rentals:

Aggies Go Global:

Other:

ASNMSU:

**Total Estimated Costs:**

Grad Student Council:

Other:

Graduate School:

**Total Funds Committed:**

**Approvals (from committed funding sources only)**

**Date:**

Department Head: \_\_\_\_\_

\_\_\_\_\_

College Dean: \_\_\_\_\_

\_\_\_\_\_

Aggies Go Global: \_\_\_\_\_

\_\_\_\_\_

ASNMSU: \_\_\_\_\_

\_\_\_\_\_

GSC: \_\_\_\_\_

\_\_\_\_\_

Graduate Dean: \_\_\_\_\_

\_\_\_\_\_

EMAIL COMPLETED FORM TO [graddocs@nmsu.edu](mailto:graddocs@nmsu.edu)

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