GGE Graduate Student Travel Funding Application

Graduate students may apply to the department to receive funding to offset expenses incurred while attending professional conferences and workshops. While all such funding requests will be considered, those that are backed by equivalent (1:1 match) funding from either the applicant or the applicant's major professor will be given greater consideration. Possible sources of matching funding include registration fees that are waived due to volunteering at the meeting being attended, pending or awarded travel grants from professional societies, etc., travel funds from grant funding (either from the student or their major professor), overhead funds, travel funds from student clubs, or out of pocket funds provided by the student. The total amount of funding received will be based on the total cost of the trip and merit (i.e. whether the student is presenting at the conference and the perceived effort expended to secure matching funds). Applications must be received no later than the end of the second full week of classes of both the Spring and Fall semesters (travel in the summer will be considered in the Spring). Applications must include the following information and supporting documentation:

- Graduate Student Name
- Major professor
- Name of conference, workshop, etc.
- Reason for attendance (i.e. relevance to research, etc.)
- Itemized cost and supporting documentation of the proposed trip
- Amount of requested support for the travel
- Pending and/or secured support for the travel provided by:
  - Graduate student
  - Major professor
- A brief letter of endorsement from the major professor that includes an explanation and affirmation of the funding mentioned above as well as the importance of the trip to the development of the applicant.

Students selected for funding will be reimbursed following the trip and the appropriate state travel forms and documentation must be submitted both prior and after travel in accordance with GGE, SDSMT, and SDBOR policies.