APPLICATION FOR

GRADUATE STUDENT TRAVEL FUND

**Eligibility Criteria:**

1. A full-time MC graduate student at the time of presentation.
2. A peer-reviewed paper accepted for presentation (including poster sessions) and listing BGSU SMC as the student’s institution.
3. Single or co-author.

**Terms of Funding:**

1. For each student, travel reimbursement is limited to one time per fiscal year, from July 1 to June 30 of the following year.
2. Up to $300 for presentation at ICA, NCA, AEJMC or BEA; up to $200 for all other conferences.

**Required Documentation:**

1. Proof of conference dates and registration (e.g., registration form, copy of conference brochure)
2. Proof of acceptance for presentation (e.g., copy of acceptance letter, copy of program)

**Application Process:**

To ensure timely review, submit this form to the School of Media & Communication 14 days prior to the conference. Within 30 days after your return to BG, you must complete your travel expenses in Chrome River within your *Mybgsu* and make Carman Kinney a delegate.

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| --- | --- |
| Name:       | BGSU ID#:       |
|  |  |
| Phone #:       | Email:      @bgsu.edu |
|  |  |
| Advisor’s Name:       | Currently Working Toward: Ph.D [ ]  MA [ ]  |

Local Mailing Address:

Number of Registered Hours this semester:

|  |  |
| --- | --- |
| Title of Conference:       | City & State of Conference:       |
|  |  |
| Date(s) of Conference:       | Registration Fee:       |

I attest that the information provided on this application is complete and truthful, to the best of my knowledge.

Applicant Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date (M/D/YY):

Graduate Coordinator Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date (M/D/YY):

< Office Use Only>

Action: Approved for $\_\_\_\_\_\_\_\_\_\_; Disapproved [ ]  Grad Coordinator Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Account used for reimbursement: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_