

## **Department of Health and Human Performance**

### **Graduate Student Travel Fund Guidelines**

The Department of Health and Human Performance (HHP) is committed to supporting graduate student travel to support research presentations at professional conferences. Contingent on funding availability HHP will partially fund one graduate student conference request per academic year. Typically, the presenting author is funded however if an additional presenter has significantly contributed funding request will be considered. The HHP Travel Request must be completed, submitted, and approved, prior to submitting a Travel Fund Request from the Graduate College.

#### **Eligibility Requirements:**

- Be enrolled in a graduate academic program within the Department of Health and Human Performance (HHP)
- Be in good academic standing (i.e., 3.00 GPA or higher) the semester the application is submitted and the semester the conference is held
- Meet all Texas State travel regulations
- Have an accepted conference paper, poster, professional presentation. Although the HHP Travel Request may be submitted prior to verification of acceptance of the presentation; documentation of acceptance must be submitted prior to submitting requests for travel funds from the Graduate College.

#### **Award Details**

Subject to available funding HHP will partially fund on graduate student travel request per academic year. Award amounts are determined by location of the conference:

- \$150 for travel within Texas
- \$200 for travel with U.S., Mexico, and Canada
- \$300 for travel outside of North America

#### **Travel Expense Calculations**

To calculate travel expenses, all applicants must use the current figures provided by the **Texas State Travel Office**. The travel office may be accessed by visiting the university's home page and clicking "Travel (Accounts Payable)" on the Faculty/Staff menu.

(<http://www.txstate.edu/gao/ap/travel/>). This site includes instructions for determining out-of-state lodging and per diem rates, mileage rates, contract city-pair airline rates for both domestic and international travel.

**Department of Health and Human Performance**

**Graduate Student Travel Fund Request**

Name:

Texas State ID:

Date:

Conference:

Dates of Conference:

Location of Conference:

Title of Presentation:

List all contributing authors (maximum of two may be funded) in order of authorship:

Faculty Mentor for research presentations:

Briefly describe your contribution(s) to the presentation:

Air Transportation:

Ground Transportation:

Mileage:

Car Rental:

Parking:

Lodging:

Per Diem Rates X Number of Nights =

Meals:

Per Diem Rate X Number of Days =

Registration Fee:

Total Estimated Cost: