



College of Family and
Consumer Sciences
UNIVERSITY OF GEORGIA

HDFS Graduate Student Travel Funding

The following guidelines will be used in considering all requests:

1. First preference will be given to doctoral students or students pursuing the terminal degree. A request from a master's student will be considered if the college has adequate funds.
2. **Applicants reporting results of their dissertation or thesis research should be the primary author of the publication or presentation.**
3. The meeting or conference must be of regional or national importance.
4. Approval of travel requests will be limited to one trip per student per fiscal year.
5. The applicant must be registered for full-time graduate study during the semester of their travel. If a student is traveling between semesters, they must also be registered for full-time graduate study the semester following travel.
6. Each request must be on a "Graduate Student Travel Funding Request" form. The departmental website will maintain this form for student access.

The above criteria are minimum for applying for travel funds. Do not assume that meeting these criteria will automatically guarantee funding.

Deadline for receipt of request in HDFS Office:

Fall Term: September 16th

Spring Term: January 15th

**Graduate Student Travel Funding Request
College of Family and Consumer Sciences**

Applicant's Name _____ Date _____

Applicant's Department _____

Phone _____ Email _____

Name of Conference _____

Date of Conference _____ Location of Conference _____

Purpose for attending conference:

Cost to attend:

Travel (by air or vehicle) _____

Lodging _____

Conference Registration _____

Meals _____

Other Expense _____

TOTAL _____

Amount given by Department _____

Applicant's Signature _____ Date _____

Graduate Coordinator Approval _____ Date _____

Department Head Approval _____ Date _____

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