



**Financial Planning, Housing  
& Consumer Economics**  
*College of Family and Consumer Sciences*  
**UNIVERSITY OF GEORGIA**

### **FHCE 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 his/her travel. If a student is traveling between semesters, he/she 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 Department**

**Head's Office:**

**Fall Term: September 9th**

**Spring Term: January 20th**

**Graduate Student Travel Funding Request  
Department of Financial Planning, Housing and  
Consumer Economics**

Applicant Name \_\_\_\_\_ Date \_\_\_\_\_

Major Area: \_\_\_\_\_ Ph.D. \_\_\_ M.S. \_\_\_

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 \_\_\_\_\_

Major Advisor/Faculty Co-presenter  
Signature/Approval \_\_\_\_\_ Date \_\_\_\_\_

Department Head  
Signature/Approval \_\_\_\_\_ Date \_\_\_\_\_

**Deadline for receipt in Dean's Office: Fall Term: Sept. 9, 5 p.m., Spring Term: Jan. 20. 5 p.m.**