



Graduate Student Association Travel Grant Application

Administered through the Graduate Students Scholarship Excellence Program

A. Applicant

Name:

Date of Application:

Department:

ID Number:

Degree Program:

Estimated Graduation Date:

Email:

Phone number:

Advisor Name:

Advisor email:

B. Travel Information

Conference Name:

Location (city, State/Country):

Start Date:

End Date:

Have you been accepted as a conference presenter at this time? Yes [] or No []

If **yes**, please provide documentation of acceptance.

If **no**, please submit documentation (to gsa@esf.edu) as soon as it becomes available.

Is this conference being held virtually? Yes [] or No []



C. Justification

Provide a *brief* overview describing the nature of your research and how it relates to the conference. (400 words or less)



D. Budget

Provide a detailed, itemized budget outlining all anticipated expenses related to this activity. Refer to the example budget provided to ensure your budget follows the required format and includes all necessary information.

If your total activity cost exceeds the amount requested from this grant, please indicate how the remaining expenses will be covered (e.g., departmental funds, personal funds, or other sources).

| Expenses | Source (link or screenshot) | Cost | Source of Funding |
|--|---|----------|---|
| Ex: travel to conference (SYR to NYC flight) | <p>Price Summary</p> <hr/> <p>Flights</p> <p>SYR-JFK, Nov 26 6:01am JFK-SYR, Nov 28 10:59pm</p> <p>1 Non-Refundable Round-Trip Ticket (1 Adult) \$205.92</p> <p>Fare restrictions</p> <hr/> <p>Taxes & Fees \$46.04</p> <hr/> <p>Total: \$251.96</p> <p>View in another currency</p> | \$251.96 | GSA Travel Grant |
| Ex: hotel stay (2 nights) | <p>Your Reservation</p> <hr/> <p>Room Selections: Single Private w/ Shared Bathroom (x1) Adults: 1 Children: 0</p> <p>Arrival Date: 11/26/2025</p> <p>Departure Date: 11/28/2025</p> <p>Room Nights: 2</p> <p>Room Total: USD 278.00 Extra Adults (x0): USD 0.00 Extra Child(ren) (x0): USD 0.00</p> <p>Total Taxes: USD 7.00</p> <p>Grand Total: USD 285.00</p> | \$285 | GSA Travel Grant and personal funding (\$36.96) |
| Ex: conference registration | [link to conference fees webpage] | \$150 | External funding |
| | Total | \$686.96 | |
| | Funding request | \$500 | |



E. Previous Funding

If there are more applicants than there are funds, priority will be given to students who are not funded through Assistantships (RA or GA), and/or have not previously been awarded GSA grants.

Are you currently funded as a GA/RA?

Have you been funded as a GA/RA in previous semesters?

If yes, how many semesters?

Have you been awarded a GSA PD grant previously?

If yes, how many?

F. Signatures

By signing this document, I agree to all terms and conditions of the Graduate Student Association Travel Grant Program as outlined in the Travel Grant Guidelines.

Student Signature:

Date:

Advisor Signature:

Date: