

# SFRC Graduate Student Travel Award

Active participation in scientific/professional meetings is an important component of the graduate experience.

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The SFRC Graduate Student Travel Award program encourages participation in appropriate scientific/professional meetings by providing individual scholarship awards of up to \$200 to help defray travel costs. This amount can be applied to a single travel or may be divided between travels but it is limited to a total of \$200 during the period of enrollment in an SFRC graduate program.

Payment will be made through the standard travel reimbursement procedures. Therefore, a travel request must be approved prior to travel (see Travel Authorization form). Travelers must provide a letter stating that travel expenses are not being reimbursed through other sources. Please contact Ms. Marie Meldrum in 136 NZ Hall for details regarding travel authorization and reimbursement (see Travel Reimbursement Request).

The following requirements apply:

- enrollment in good standing as an SFRC graduate student
- presentation of a paper or poster by the student at the meeting
- endorsement of travel/scholarship by the major professor
- seeking of matching travel support e.g. major professor, CALS
- pre-travel submission of completed of this application form at least 3 weeks prior to travel
- pre-travel submission of travel authorization approval (see above)
- post-travel submission of receipts, expense report and reimbursement statement (see above)

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SFRC graduate student name: \_\_\_\_\_ UFID: \_\_\_\_\_  
E-mail address: \_\_\_\_\_ Date of Request: \_\_\_\_\_

Scientific/professional meeting:  
Name: \_\_\_\_\_ Dates: \_\_\_\_\_  
Location: \_\_\_\_\_

Paper or poster being presented:  
Title: \_\_\_\_\_  
Authors: \_\_\_\_\_  
Paper or Poster (circle one)

Endorsement by major professor:  
Name: \_\_\_\_\_  
Signature: \_\_\_\_\_

Justification for travel: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Objectives for travel: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Benefits to the State of Florida: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

*Submit application to Mr. Scott Sager, SFRC Education/Training Coordinator, 130 NZ Hall*