

Department of Criminology and Criminal Justice - University of South Carolina
Student Travel Award Request Form

Each academic year, the department has funds available for graduate students participating in professional conferences who are scheduled to present a paper or poster. Graduate students can request travel funding for one conference during each academic year. Funding decisions will be made on a rolling basis until funds available for the fiscal year have been exhausted. In truly exceptional cases, requests for additional travel funding for a second conference/meeting will be considered.

To apply for these funds, complete the following form and attach the following additional information:

- A written request that details why the funding is needed and the anticipated benefits for the student and the Department that will be realized from attending this conference
- A copy of the abstract describing the presentation
- Documentation that the paper/poster has been accepted for presentation at the conference (e.g., an email confirmation or listing on the preliminary program), or if not available yet proof will be required before you are reimbursed.

It is the Department's expectation that students who receive funding will ensure their presentation is completed *prior to* departing for the conference and that students who give a verbal presentation will practice their talk and receive feedback on their performance from Department faculty and/or other graduate students.

Please also let us know whether or not you plan to apply for additional funds to support your conference travel from the Graduate School: _____ YES _____ NO

Student's Name: _____ Email: _____

Conference: _____

Location & Dates: _____

Estimated Expenses (use whole dollar amounts):

Transportation (e.g., mileage, airfare)	\$ _____
Lodging	_____
Per diem**	_____
Conference Registration	_____
Other: (specify)	_____
TOTAL:	\$ _____

Endorsements:

Student's Signature: _____ Date: _____

Signature of Graduate Director: _____ Date: _____

Signature of Department Chair: _____ Date: _____

Amount approved: _____