



**Dissertation Expense/  
Professional Conference Travel Award Request**

*Return completed form to:  
Fellowship Coordinator  
501 Carnell Hall  
1803 N. Broad St.  
Phila., PA 19122  
Fax 215-204-8781*

**STUDENT INFORMATION**

SSN \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ Email \_\_\_\_\_

Name \_\_\_\_\_  
Last First M.I.

Current Address \_\_\_\_\_  
Street City State Zip

Home Telephone ( ) \_\_\_\_\_ - \_\_\_\_\_

**Degree Information**

College \_\_\_\_\_ Program \_\_\_\_\_ Degree \_\_\_\_\_

**Travel Information**

Destination \_\_\_\_\_  
City State Country \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
Departure Date Return Date

**Eligibility Requirements**

Awards are limited to a maximum of \$500.

1. There is a maximum of one award per student.
2. Neither manuscript preparations nor art supplies associated with preparing a manuscript are covered by this award.
3. Research equipment normally provided by the student's College/School or Department is not covered.
4. Travel to a professional meeting is covered only when the student has been invited as a presenter.

**Procedures for Requesting an Award**

1. Requests for travel award must be submitted and approved at least two (2) weeks prior to the travel date. Requests submitted retroactively **will not** be considered.
2. Applicants will be notified of award decision within ten (10) working days of receipt of application.
3. Travel arrangements **must** be made through World Travel, Inc., which is located on Temple's main campus. Exceptions must be pre-approved by the Fellowship Coordinator.

**Attach the Following Information**

1. Brief description of the research project or conference paper to be presented (one page maximum)
2. Advisor's memo of support (one page maximum)
3. Documentation (select appropriate below)
  - a. A copy of the conference invitation
  - b. Notification or other acceptance paper (if request is for presenting)
  - c. Other

To receive travel reimbursement the standard travel and reimbursement form must be submitted to the Graduate School within two (2) weeks of the end of the travel period with original receipts and one (1) copy of the award notification.

Student's Signature \_\_\_\_\_

Date \_\_\_\_ / \_\_\_\_ / \_\_\_\_