



Graduate Studies Travel Grant Application

Travel grants are available for UW-Green Bay degree-seeking graduate students to support activities contributing to the enhancement and completion of graduate degrees. Awarded funds can be used to cover the costs associated with attendance at relevant conferences, workshops, or related educational events. Students presenting papers or posters as a part of their travel will be given priority.

Guidelines

- Up to \$250 will be awarded per request, and a maximum of \$500 per student per year.
- Prior to booking any travel arrangements (e.g. flights, car rentals, etc.), please reach out to the travel manager at travel@uwgb.edu to get more information on how to book travel to ensure University policy is followed. Failure to follow our policies may void our ability to cover costs and/or reimburse expenses requested in this award.
- Mileage will not be reimbursed for meetings within the State of Wisconsin.
- Applications must be received 30 days prior to the meeting or travel start date. Late applications will not be considered.

Application Process

Applicants must complete this form, sign, and send it to their faculty advisor with a copy of the Budget Form. Faculty advisors should review, sign and return to the applicant. Applicants then send all documents in one email to gradstu@uwgb.edu with the subject heading "Travel Grant."

Description of purpose of travel and brief description of research presentation, if presenting (maximum 250 words).

Total Budget Requested:

Please include a completed Budget Form with your application.

Travel Manager Consulted:

Date:

Budget will be used for (please check all that apply):

Conference Registration Lodging Meals Mileage Other

Post Travel Request: Share your professional presentation experience on social media! Send a brief statement and/or photographs to gradstu@uwgb.edu to post our social media. While this is not required, those who choose to participate are asked to complete a [Release Form](#).

By signing this application, I certify that all information is accurate and complete to the best of my knowledge.

Student Signature

Date

By electronically signing this application, I affirm that I support this student in their program of study, research, or other academic endeavors.

Faculty Signature

Date