



Application for the Professional Presentation Travel Award

The Professional Presentation Travel Award is offered to help defray transportation expenses associated with travel to professional conferences. Eligible expenses include airfare and/or ground transportation only. **Award amounts will NOT exceed \$400.** A graduate student may receive only one travel scholarship (i.e., either for Dissertation Research Travel **or** Professional Presentation Travel) during their time at MU. Awardees will be reimbursed once the Office of Graduate Studies receives required documentation and travel receipts after the travel has been completed.

Application Due Date

Second Monday in September by 5:00PM

Second Monday in March by 5:00PM

Awards Announcement

First week in October

First week in April

Part I: Information about the Applicant

Applicant's Name: _____

Mizzou ID: _____ Email Address: _____

Degree: Master Ed Specialist Doctoral Anticipated Graduation Date: _____

Degree Program: _____

Campus Address: _____

Phone Number (best): _____ Cell Home Work

Proposed Travel Dates: _____ to _____

Conference Name/Organization: _____

Location of the Conference: _____

Title of the Presentation or Poster:

Part II: Budget

Please itemize your eligible travel below (use actual costs when possible; note estimates)

Airfare (lowest cost, round-trip fare) \$ _____

Mileage (if driving; round-trip) _____ miles

Other Ground Transportation (please specify, e.g. taxi, rental car, etc.) \$ _____

\$ _____

\$ _____

TOTAL Cost for air and/or ground transportation \$ _____

Please share with us an estimate of your other costs associated with this conference travel.-(Your graduate degree program or a graduate student organization may help you defray other travel expenses.)

Hotel: _____ Meals: _____ Conference fee(s): _____ Incidental cost(s): _____

*Please enclose the following documents with this application **as one single PDF**:*

- Describe the significance of this conference to your professional development and career goals. (no more than 250 words)
- Include an abstract, outline or written description (no more than 250 words) of the applicant's presentation. This abstract should be written to be interpreted by individuals from multiple fields or disciplines.
- Confirmation of acceptance of presentation by sponsor/conference.
- Applicant's vitae or resume.

Advisor/Committee Chair: _____ Email: _____

Director of Graduate Studies: _____ Email: _____

Please complete all sections of the application form. All materials must be submitted in **one, single PDF** to MUGradTravelAwards@missouri.edu and **you must copy your graduate advisor/chair and Director of Graduate Studies to the submission email.** This single submission will constitute the equivalent of electronic signatures.