



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. 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 Graduate School receives the required documentation and travel receipts after the travel has been completed. See <https://gradschool.missouri.edu/graduate-awards-travel-scholarships/travel-scholarships/> for additional information about the award.

Application Due Date

Second Monday in September by 5:00PM

Second Monday in March by 5:00PM

Awards Announcement

Early October

Early April

Part I: Applicant Information

Name: _____

Mizzou ID: _____ Email Address: _____

Degree: Master Ed Specialist Doctoral

Degree Program: _____

Anticipated Graduation Date: _____

Phone Number: _____

Proposed Travel Dates: _____ to _____

Conference Name/Organization: _____

Location of the Conference: _____

Title of Presentation or Poster: _____

Part II: Budget

Please itemize your eligible travel below (use actual costs when possible; note estimates). Total budget may exceed award amount; however, reimbursements are limited to the amount of the award. Your graduate degree program or a graduate student organization may help defray other travel expenses.

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

Mileage (if driving; round-trip) _____ miles

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

\$ _____

\$ _____

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

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

- Describe the significance of the conference to your professional development and career goals.
- Include an abstract, outline, or written description of presentation (no more than 250 words). This abstract should be written to be interpreted by individuals from multiple fields or disciplines.
- Confirmation that includes the applicant's name that the presentation has accepted by the conference/sponsor (e.g., the confirmation/acceptance email; a copy of the conference program).
- Provide a list of all other awards, including amounts, that have been applied and/or secured for this travel.
- 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