



Graduate Student Professional Meeting Travel Request Guidelines

The purpose of the Graduate Student Professional Meeting travel grant is to support current Rensselaer Graduate Students who attend a professional society meeting to present a poster or paper.

Requests for funding to present seminars or lectures at other Universities will not be considered.

- ❖ Requests must be submitted at least two weeks prior to your travel dates.
- ❖ Requests must include a copy of your abstract, acceptance letter and registration costs. The names of the authors must be indicated on the abstract.
- ❖ All requests must be submitted to your department for review and routing for required signatures. Your department will submit the fully executed request form to Jeanette Cassino for review by the Dean of Graduate Education.
- ❖ All requests are subject to the final approval of the Dean of Graduate Education.
- ❖ The Office of Graduate Education will support up to \$200 per travel grant.
- ❖ Travel support is subject to the availability of funds.
- ❖ Students are limited to one travel grant during the Summer 2017 – Spring 2018 period.

Any questions regarding these guidelines should be addressed in writing to Jeanette Cassino (rpto@rpi.edu).



Graduate Student Professional Meeting Travel Request

Date form submitted		
From (Name of Dept. contact)		
Student Name		
RIN		
Email		
Graduate Program		
Dates of Travel		
Location of Travel		
Request for support for presentation at	(name of Professional Society Meeting)	
Select paper or poster presentation	paper	poster
Title of presentation or poster		
Attach a copy of the abstract (indicating authors' names), acceptance letter for the poster/paper and information on the conference registration costs.		
Total cost (provide detail, if available)		\$
Matching Contributions (signatures required with or without contributions)		
Advisor		\$
Department		\$
School		\$
Office of Graduate Education funding approval	(Graduate Dean signature)	\$
Submit completed form and all attachments to Jeanette Cassino – rptojoj@rpi.edu		

Note: Expense reports must be submitted within 30 days of the trip's conclusion.

**OGE funding for Professional Meeting Travel is to be charged to FOAPA:
130000.2020.xxx.50070.200602**