Teaching, Learning and Sociocultural Studies
Graduate Student Travel Award Application

Process – Submission Deadlines
Applications can be submitted one month prior to the deadline. In the event that a given deadline does not fall on a business day, applications must be submitted by the first business day following the application deadline.

- September 1 – travel dates September 1 – November 30
- November 1 – travel dates December 1 – February 28
- March 1 – travel dates March 1 – May 30

All applicants will be promptly notified whether they will or will not receive a travel grant, once all the applications have been reviewed. The process of award determination generally takes two weeks.

A Travel Authorization form must be submitted with TLS Travel Award Application in order to be considered.

Eligibility
- The applicant must be enrolled as a student in a LRC/TTE graduate program.
- Travel must be completed prior to graduation.
- The applicant must be in good academic standing.
- Applicants are eligible to receive one travel grant per academic year.

Travel Proposal

Fill out Travel Authorization form and write a brief statement outlining the rationale for your trip (one paragraph should suffice) and estimating your expenses. The amount of your request must be no more than your estimated expenses. If you are traveling internationally, you must register your trip through the UA International Travel Registry prior to departure: http://ua-risk.terradotta.com

TRAVEL WARNING COUNTRY - If your destination has a Travel Warning issued by the U.S. State Department, you must submit a “Supplemental Authorization Form for Travel Warning Areas” along with this Travel Authorization. Check current Travel Warnings at: http://travel.state.gov

Funding for international travel will be considered only in exceptional cases.

It is rare that we can cover all travel expenses. Students should seek matching funds, e.g., from the conference or other sources. Any such matching should be noted.

Proposals should be submitted as far in advance of travel as possible to allow time for evaluation and to obtain favorable prices on airfare and hotel. Two months before the trip would be a good target date.

Assuming your proposal is funded, reimbursement is handled by the TLS Office (Education room 512). Original receipts for all expenses are required.
Range of Support

Awards are contingent upon the availability of funds and the number of applications received. The evaluation committee will award up to a maximum of $500 per student for the academic year, even though the cost of attending the conference may exceed that amount. A maximum of three (3) nights' hotel stay and four (4) days per diem will be covered.

The TLS Travel Award is not a guaranteed source of funding. Travel awardees are not guaranteed to receive funding before their travel begins. We encourage students to submit the required application materials by the earliest eligible travel grant deadline.

Travel Advances
Students may be eligible for a Travel Advance. Please see staff in the TLS office, Education room 512 for more information.

Other Graduate Student Travel Awards

College of Education - https://www.coe.arizona.edu/grad_students/travel_awards
GPSC Travel Grants - http://www.gpsc.arizona.edu/travel-grants

UPDATED 9/3/2014
Personal Information

Applications are due 30 days before travel date. No exceptions.

(Please Print)

Last Name:
First Name:
Email address:Student ID:

Major Advisor’s Name:

Program: ___LRC ___TTE Specialist ___ Doctoral ___

Event/Conference Information

Event/Conference (do not use abbreviations):

Location (City/State):

Dates (MM/DD/YYYY): From: To:

☐ International Conference  ☐ National Conference  ☐ Regional Conference  ☐ State/Local Conference

Funding Information

Are you receiving, anticipating receipt of, or have you applied for funding from any other source for travel to this conference? If so, please specify the nature of such support and when you expect to be notified of the status of your request.

Total Amount Requested from TLS Travel Fund:

How will you participate in the conference?

☐ Paper or poster (Title)
☐ Organizer or Discussant
☐ Elected Office (attendance is required by the organization)
☐ Attendee only
☐ Other (Specify)

Have you been awarded travel funds from the department in the past year? Yes _____ No _____

Include a brief statement outlining the rationale for your trip. How does participation at this conference contribute to your goals? Include an approximation of your expenses.

________________________________________________
Student Signature Date

________________________________________________
Advisor Signature Date