

The GSCTRF is outlined by the Constitution of the Graduate Student Organization and is designed to provide monetary reimbursement for expenses incurred in presentations at scholarly conferences, and for travel in connection with research for theses/dissertations.

GSCTRF funds can only be provided AFTER conference or research travel is completed.
In the event of an excess of applications, priority will be given to new applicants.

**We can reimburse 60% of eligible travel expenses, up to \$400 per student, per academic year.
Lifetime maximum is \$2800 per student.**

First Name:

Last Name:

Email:

B-Number:

Address:

School: Harpur Watson SOM Decker CCPA Education

Department: Degree Program: Masters Doctoral

Reason for travel (choose one):

For conference travel, please attach letter showing acceptance of poster/paper, and relevant pages from conference program.
For research travel, please attach letter from primary advisor outlining necessity of travel for research.

Conference Title:

Conference Location:

Conference Dates:

Note: Any misrepresentation, fraud, or deliberate misleading on the part of the applicant in regard to an application to the GSCTRF shall void that applicant's right and privilege to any grant money and may lead to whatever necessary steps to

Graduate Student Conference Travel and Research Fund (GSCTRF)

	Yes	No	Bank statement	Proof of Attendance
Are you currently a Binghamton graduate student?				
Did you attach your letter of acceptance (conference), or a letter from your advisor (research)?				
Have you applied for other sources of funding? (See item 1 below)				
Do you have transit expenses (airfare, bus, train, etc) for which you wish to be reimbursed? (See item 2 below)				
Do you have hotel expenses for which you wish to be reimbursed? (See item 3 below)				
Do you have any conference or registration expenses for which you wish to be reimbursed? (See item 4 below)				

PLEASE NOTE: All dollar amounts must exclude taxes.

Requests must use USD. Please provide exchange rate here: _____

Invoices and receipts need to be itemized, clearly showing taxes and fees included in total cost.

If documents are not in English, please provide translation. (Translations do not need to be professionally done.)

Your name needs to appear on bank/credit card statements. If the charge was made on an account other than your own (statement still required), please attach explanation of whose account it is and how you will be reimbursing that person.

Item 1: Please specify all other funding you have requested or received for this conference or travel.

	Description	Amount	Requested or Received?
External source of funding 1:			
External source of funding 2:			
External source of funding 3:			
External source of funding 4:			
		Total amount requested:	
		Total amount received:	

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Item 2:



Item 3:

in room



Item 4:



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GSCTRF Awards Committee Approvals:	Approved	Not Approved
Amount Awarded: \$		

- 1
- 2
- 3

GSO Treasurer:

Request #:	Date:	Account #: 7030	
Voucher #:		Check #:	Check Date: