GRADUATE STUDENT TRAVEL FUND APPLICATION COVERSHEET

In order to be considered for funding all application packets must include the following items:

- **SIGNED** Graduate Student Travel Fund Application Coversheet
- **TYPED** Graduate Student Travel Fund Application with original traveler and faculty advisor signatures (handwritten applications will not be considered)
- **TYPED** Authorization to Travel Form with original traveler and faculty advisor signatures (handwritten forms will not be considered)
- **SIGNED** Risk Assessment and Release Form
- Letter of Recommendation from Advisor
- Proof of Conference Registration
- Proof of Program Acceptance (if presenting)
    - If you do not have proof of program acceptance or conference registration at the time of the deadline please make note on the GSTF Coversheet and submit application

All Graduate Student Travel Fund Application Packets must be submitted by 5:00pm on the Travel Deadline prior to travel.

(Ex: Conference date July 29th-August 2nd, must apply by the July 27th deadline)

2007 - 2008 Travel Deadlines

July 27, 2007	January 25, 2008
August 24, 2007	February 29, 2008
September 28, 2007	March 28, 2008
October 26, 2007	April 25, 2008
November 30, 2007	May 30, 2008
December 21, 2007	June 27, 2008

Please note the last reimbursement deadline for 2007-2008 Fiscal Year will be May 30, 2008; Reimbursements must be processed by June 9, 2008

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Signature of Traveler Date

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Printed Name of Traveler

Submit completed application packets to:
George Mason University
Office of Student Activities
Student Union 1, Room 101, MS 2D6

Faxes and Photocopies will not be accepted