**Graduate Student Funding for Travel Application**

The Department of Criminal Justice and Criminology offers a limited number of travel grants (contingent upon departmental funds), for graduate students traveling to regional or national conferences. Funding priorities generally are ranked by level of student involvement at the conference (e.g., presenting original research, working with faculty, or attending panels).

**Eligibility Criteria:**

- Students must be a graduate student enrolled continuously in the Master of Arts in Social Science program before and during the time of award and travel
- The primary research mentor must be a GA Southern faculty member
- Funding priorities are given to Criminal Justice and Criminology Students

**Application material (see form below):**

- Application form, including abstract (if applicable), explanation of benefit, and budget narrative
- Completed Student Travel Request Form (should be attached to application) – please see the “forms” link on the college website under the “Graduate” tab
- Evidence of cost-sharing, if applicable, demonstrated through budget narrative
- Evidence of seeking alternative forms of funding or statement of why alternative funding was not sought (i.e., student was previously awarded alternative funding in same academic year, funding was not available at time of application, etc.)
- Copy of abstract and acceptance letter (if applicable), copy of call for papers (including conference dates and location), and proposed sessions of attendance
- Signature of support from faculty advisor

**Selection:**

The Graduate Committee will rank applicants based on the merit of research/presentation and benefit to the student. Those presenting original research or attending specific panels for student development will receive funding priority. Those who show evidence of seeking external funding and/or cost sharing will receive funding priority. Please note that applying does not guarantee support as funding availability varies by budget period.

**Deadline:**

The Graduate Committee will review complete applications and recommendations will be sent to the department chair four weeks prior to the conference start date.

*All reimbursement materials (form and receipts) must be received no later than 2 weeks after return.*
Application Form – Graduate Student Travel Funding

**Personal Information**

Name: 

Email: 

Eagle ID: 

Programmatic Status (year/semester in the program): 

Amount Requested: 

Budget Narrative (including cost sharing): 

Additional Funding Source and Funding Amount (if applicable): 

**Conference Information**

Meeting Name: 

Meeting Location: 

Meeting Dates: 

Departure and Return Dates: 

Abstract (if applicable): 

Benefit of Attendance (including proposed sessions of attendance):
Budget and Budget Narrative (SAMPLE):

<table>
<thead>
<tr>
<th>Dates of Travel:</th>
<th>Cost</th>
<th>Running total</th>
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<tbody>
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<tr>
<td>Travel Expenses</td>
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<td>(mileage, airfare, ground, parking)</td>
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<td>Lodging</td>
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<td>Per diem</td>
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<td>(rate used)</td>
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<td>Registration</td>
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Total:  

The applicant is requesting $XX.XX in travel funds to cover costs of attending the [Organization] conference in [Location], [State]. Justification of expenses is explained as follows.

The amount requested for transportation to and from the conference of $XX.XX is based on [miles] required for a round trip from Statesboro, GA to [Location], [State] in the applicant's private vehicle (see “forms” page) at a rate of [rate] cents per mile ([miles] @ [rate] per mile).

The amount requested for parking of $XX.XX was calculated based on the conference hotel rate of [rate] per day for [days] ([rate] * [day(s)] = XX.XX).

The hotel amount of $XX.XX is calculated based on [nights] at the conference hotel rate of [rate] + 15% estimated tax split equally with [student(s)] ((([rate] + tax) * [night(s)]) / [students] = XX.XX).

The meal amount of $XX.XX was calculated based on [day(s)] at the USG meal allowance rate (see “forms” page) for [Location] at [rate] per day + 75 percent of the first and last day of travel ([rate] * [day(s)] + (2 * .75 * [rate])) = XX.XX).

Registration costs for student members of the [Organization] is $XX for the conference.