

Department of Food Science & Technology

Application for Student Travel Subsidy

A Copy of Your Abstract and Documentation of Abstract Acceptance Must Accompany this Application

IMPORTANT GUIDELINES:

*Awards will be given (pending availability of funds) to students attending professional conferences/symposiums that are national or international in scope and whose theme puts a strong emphasis on Food Science & Technology. **Identification of travel support by the Department of Food Science & Technology must be included in the Acknowledgements portion of delivered presentation(s) and/or poster(s).***

Eligibility:

1. Applicant must be a currently enrolled FSTC graduate student to be awarded.
2. Student must be scheduled to give a poster or oral presentation of his/her work.
3. Applicant must be in good academic standing (3.0 GPR).
4. The purpose of travel should relate directly to the applicant's degree program.
5. To be eligible for funds, student must submit a Travel Information Form to Student Activities at https://stuactonline.tamu.edu/app/form_travel.
6. Students are eligible for a FSTC Department travel award once per academic year (Fall through summer).

Name _____ UIN _____

Degree Sought _____ Year(s) in Program _____ Expected Graduation Date _____

Major Professor _____ Major _____

Employment: TAMU (Department of FSTC)

TAMU (Other departments- HORT, NUTR, etc.)

Not employed with TAMU

Purpose of Travel (Provide the name of the conference/symposium/event/trip) _____

Presentation Format (Check one): poster oral other

Location of Travel (City/State) _____

Departure & Return Dates: _____

Itemized Budget: *Provide an itemized budget and description of all anticipated travel expenses in U.S. Dollars (USD).*
Categories: Airfare, lodging, gas, parking, conference registration, shuttle, car rental, meals, other

Estimated Total Expenses: \$ _____

Requested Funding Amount from Department (\$750.00 maximum for in state travel, \$1,500.00 maximum for out of state travel) \$ _____

Are you planning to request, or have you received support from meeting sponsor or other sources?

Yes No

(If Yes, identify targeted sponsor and amount requested): _____

Have you received a previous travel award from this department? Yes No

(If Yes, Specify Year): _____

Specify any special circumstances the Committee should know:

Prior to travel:

- Review travel award notification form for travel rules.
- If employed at TAMU submit a trip request in Emburse.
- If employed at TAMU, add Jordan Coburn as a delegate in Emburse.
- If not employed at TAMU submit travel departure and return dates to jordan.coburn@ag.tamu.edu.
- If not employed at TAMU submit completed W-9 form to jordan.coburn@ag.tamu.edu.

After travel:

- If employed at TAMU submit all receipts in an expense report in Emburse and inform Jordan Coburn at jordan.coburn@ag.tamu.edu when completed within ten (10) business days from the return date of your trip.
- If not employed at TAMU submit all receipts to jordan.coburn@ag.tamu.edu within ten (10) business days from the return date of your trip.

You agree to follow additional instructions on the travel award notification.

Applicant Signature

Date

Major Professor Signature

Date

Return this form along with attached supporting documentation to Jordan Coburn jordan.coburn@ag.tamu.edu.

Department Use Only:

Approved Yes No

Approved Amount: _____