

TRAVEL AWARDS FOR MASTERS & DOCTORAL STUDENTS PRESENTING AT PROFESSIONAL CONFERENCES & MEETINGS

The Office of Graduate Education at CU Denver will provide up to \$500 to help defray the expenses incurred by a Masters or Doctoral student who attends a professional conference and/or meeting and presents their work. The \$500 can be used to help defray the costs of registration and travel. Funds are distributed once travel is complete and receipts have been submitted for reimbursement.

Eligibility:

1. The student must be enrolled full-time in one of the Denver campus Masters or Doctoral programs.
2. The student must have an abstract submitted and accepted for presentation at the meeting.
3. The student must be listed as the first author on the presentation.
4. The student must submit an estimated budget for use of the travel award to attend the conference.
5. The student must identify what other sources of support will be available to complete the funding required for the conference. Applications from students who have cost-sharing commitments from other academic partners (mentor, program, department, others) will receive preferential consideration.
6. For attendance and presentation at a conference the award will be up to a maximum dollar amount of \$500.

Application Materials:

1. Application form
2. Student's CV
3. Abstract of the work to be presented at the meeting
4. Confirmation that your work has been accepted for presentation at the meeting (must be addressed to the student applying for the award)

Submittal Deadlines:

Applications should be submitted **one month** before the meeting. Applications should be submitted to the Graduate Education office by email (GraduateEducation@ucdenver.edu).

Please visit the Procurement Service Center's website to make sure you are familiar with any travel restrictions and travel requirements by the University. If you are employed by CU Denver you are required to follow the travel policies for employees.

[Procurement Services Website](#)

Office of Graduate Education
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Application Form

First Name:

Last Name:

Student ID:

Graduate Program:

Type of degree: ☐ Masters ☐ Doctorate

International Student: ☐ Yes ☐ No

If Yes, Current Immigration Status (e.g. F1, J1, H1B, etc):

Are you currently a University employee: ☐ Yes ☐ No

Are you currently active in the University payroll system (HCM): ☐ Yes ☐ No

If you are not, certain forms may be required for reimbursement.

Conference/Meeting name:

Conference/Meeting location:

Conference/Meeting dates:

Estimated total cost to attend Conference/Meeting: \$

Title of presentation:

Where will the remaining funds needed to attend this conference/meeting be derived, e.g., mentor, department, personal funds, others? Please provide dollar estimates for all sources.

Your Mentor or Program Director must sign and date this form to acknowledge their approval of your application for travel support from CU Denver Office of Graduate Education.

Mentor or Program Director

Date