

FY _____ For office use only

Department of Communication & Journalism
Graduate Conference Department Funding Request

Submit this request form with a copy of your acceptance

To enhance the graduate experience and support scholarship among graduate students, the department offers funding for travel to research and professional conferences. Degree-seeking graduate students in CMJR may request up to \$1000 per fiscal year (September 1 – August 31) for conferences where they will be presenting their work. To be eligible for conference support a student must be: (1) degree seeking, (2) in good standing, and (3) either enrolled as a full-time student, holds a CMJR graduate assistantship, or who is a full-time employee at Texas A&M University.

These awards are subject to the availability of funds.

Today's Date: _____ Name: _____ UIN: _____

Email: _____

Conference : _____

Presentation Title: _____

Dates of Conference: _____

Prior funding you received this fiscal YR (9/1-8/31) _____

Amount Requested: _____

Approval: _____

Student Travel requires the following:

Pre-Travel Request via Concur System, prior to making travel arrangements.

CIRT Registration, Student Travel Financial Aid Request Form (domestic students only)

For Office Use Only:

Business Office: Account Number: _____

Amount: _____

Graduate Office: Post Google Drive: _____ Email Student: _____ Email Bus. Coord: _____