

**Department of Agricultural Leadership, Education and Communications  
Texas A&M University  
Graduate Student Travel Grant and Excellence Scholarship**

The Department of Agricultural Leadership, Education and Communications, to enhance the graduate experience and support scholarship among graduate students, will support travel to one research or professional conference per fiscal year. These awards are subject to the availability of funds. It is suggested that you submit this form prior to submitting required travel and leave request in Concur and before you start making any other travel arrangements (e.g. conference registration, airfare reservations, etc.). If these arrangements are made prior to funding request, you are only eligible for reimbursement when you return.

Name \_\_\_\_\_ UIN \_\_\_\_\_

Conference or Meeting \_\_\_\_\_

Location \_\_\_\_\_

Date(s) of Meeting \_\_\_\_\_

Purpose of Travel (continue on back as needed)

Did you submit your scholarship for presentation?	yes	no
Was it accepted for presentation/publication?	yes	no
Do you hold an ALEC Graduate Assistantship?	yes	no*

\* The department cannot pay travel for a non-employee. You can use this form to apply for an Excellence Scholarship to present a paper/poster. Based on availability of funds, a limited number of Excellence Scholarships will be awarded on a competitive basis. The funds will be credited to your tuition and fee statement.

**Request Travel Grant or Excellence Scholarship** (Choose one of the following)

\$500 Scholarship submitted to the conference (attach copy of submitted document)

\$750 Scholarship was Accepted for Presentation (attach copy of accepted document)

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

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**Approval Recommended by Chair of Graduate Advisory Committee or Faculty Co-Author**

Advisor or Faculty Co-Author: \_\_\_\_\_

Signature \_\_\_\_\_ Date: \_\_\_\_\_

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**Approved for:                      \$500                      \$750**

**Approved** \_\_\_\_\_ **Date:** \_\_\_\_\_  
Head or Associate Head for Graduate Programs