



School of Science and Engineering Dean’s Office
Travel Funding Award Request Form 2024 - 2025

Qualifications to receive the Dean’s Travel Funding:

- 1. PhD Graduate Students ONLY (in their first 6 years of graduate study)
2. You are in good academic standing (not on probation)
3. Must be enrolled in class (active student) and currently being paid on a TA/RA/NSR Stipend
4. Must book your travel in Concur. Deans’ Award is maximum \$300 for ONE (1) Conference (as a presenter)
5. You must be a presenter at the conference / Can only be requested for ONE (1) Conference per year

Name _____ Year Entered Doctoral Program _____

Tulane Splash ID Number _____ County of Citizenship _____

Tulane Email Address _____ Department _____

PI/Advisor Name _____ Your Department Chair _____

Current Local Address (Include City, State, Zip) Your Check will be mailed to this address

Name – Date – Location (City, State, Country) of Conference – Please include all information

Title of Presentation _____

The SSE Dean’s travel award can be awarded only one (1) time per academic cycle (Aug 25 – Aug 25). The award can only be used to cover hotel, conference registration, airfare, Uber/Lyft, Taxi, and car rental. The SSE Dean’s travel award cannot be used to cover food or miscellaneous expenses. The maximum amount awarded per qualified student is \$300 per year.

Please list the other funding you have for your conference travel. Please include name of resource (GSSA, Department, PI etc.), amount awarded, what expense the award is covering (for example GSSA - \$500 (\$300 hotel and \$200 airfare). Please specify which travel expense you plan on being reimbursed by the SSE Dean’s Travel Award?

Deans Travel Award will cover _____

GSSA Funds Applied/Awarded \$_____ for _____ PI Funds \$_____ for _____

Department Funds \$_____ for _____ Other \$_____ for _____

Complete, sign and email the completed form to segrad@tulane.edu

Signature of PI or Department Administrator

Signature of Student

Date

Deadline to Submit Form BY EMAIL to Rosanna Chavez – rchavez@tulane.edu:

Fall Conference (August 15th) / Spring Conference (December 15th) / Summer Conference (April 15th)