

Boller-Worcester Travel Grant Application Form

The Boller Fund and Worcester Fund provide small travel grants in varying amounts (usually less than \$500) to help defray the cost of graduate students traveling to attend scholarly conferences or to do research. The deadline to apply for a Boller or Worcester fund travel grant in the Fall semester is **November 1**, for the Spring semester **February 1**. Submit applications to the Director of Graduate Studies. Funds will be awarded by decision of the Graduate Committee. Students will be reimbursed for all expenses up to the amount of the award and therefore will need to present receipts for all expenses covered by the grant, including any for which you may have received an advance.

Name _____

Amount Requested \$_____

Purpose:

____ Conference Paper (evidence of participation required)

____ Dissertation Research

____ Thesis Research

____ Job Interview

____ Other _____

Have you previously received a Boller-Worcester Travel Grant?

___ Yes ___ No If yes, list semester(s) and year(s) _____

Please attach a detailed project narrative describing why you are seeking funds (maximum of 500 words). For example, those requesting funds to conduct research should describe the nature of the research, its significance within your field of study, the reason that extended travel outside the Fort Worth area is necessary, the specific locations you plan to visit, what you plan to accomplish there, and how this will contribute to your academic and professional goals. *It should also include a detailed explanation of the expenses you expect to incur.*

Budget Worksheet

Destination(s) _____

Dates of travel _____

Expenses:

Mileage (55 cents per mile) _____

Airfare _____

Lodging _____

Meals _____

Registration _____

Other _____

Total _____

Signature of Applicant

Signature of Major Professor or Graduate Advisor