

**Guidelines for Cost-Sharing Graduate Student Travel to Scientific Meetings**  
***Department of Crop & Soil Sciences - University of Georgia***

The department of Crop and Soil Sciences will cost-share graduate student travel to scientific meetings, if funds are available. Requests will be evaluated competitively, with priorities based on a) importance of the meeting and b) significance of the individual's participation. Priority will be given to those who present research papers or exhibits. Applications should be submitted to the Graduate Coordinator on the form provided below, according to the following schedule:

<u>Travel Dates</u>	<u>Season</u>	<u>Deadline to Submit Application</u>
Jun 15 - Sep 30	Summer	May 15
Oct 1 - Dec 31	Fall	Sep 1
Jan 1 - Mar 31	Winter	Dec 1
Apr 1- Jun 14	Spring	Mar 1

Please complete and sign a Travel Authority form showing expected expenses and meeting information. Submit the Travel Authority together with the form below to the Graduate Coordinator and include documentation of participation in meeting (letter of invitation, copy of program, etc.).

Travel Authorities corresponding to applications approved for cost-sharing will be routed to the Graduate School when appropriate to request Graduate School matching funds. The difference between the total cost of travel and the sum of matching funds provided by the department and Graduate School will be charged to the account indicated in the application form shown below.

**Application for Cost-Sharing of Graduate Student Travel to Scientific Meetings**  
***Department of Crop & Soil Sciences - University of Georgia***

Applicant Name: \_\_\_\_\_ M.S. Ph.D. student (circle one)

Meeting to be attended: \_\_\_\_\_

Location and Dates of Meeting: \_\_\_\_\_

Title of Paper to be Presented: \_\_\_\_\_

\_\_\_\_\_ Volunteer or Invited Paper? (Please circle one)

Account Number and Name for Matching Funds: \_\_\_\_\_

\_\_\_\_\_  
Signature of Department Head/Major Professor

\_\_\_\_\_  
Date