

**GRADUATE STUDENT SENATE
GRADUATE TRAVEL AWARD CHECKLIST**

- Submitted application by September 1, 2009 at 5:00 p.m. to the Dean of Students Office (413 Student Services Building), unless you are in the College of Arts and Sciences, then the application must be brought to the Office of the Arts and Sciences Dean (24 Alumni Memorial Building) at least one week before the deadline.
- Traveling between September 1, 2009 and January 14, 2010.
- Completed all areas of the form. (Incomplete forms will not be considered. All sections of the form must be completed electronically, except for the Advisor Information, Additional Funding Information, and Applicant's Certification sections. Please make sure that you understood and completed the "Your Share" column of the Expense Information section.)
- Obtained signature of the College Dean.
- Obtained signature of the Department Head.
- Obtained signature of your Academic Advisor.
- Signed and dated the application.
- Submitted an abstract (50-100 words).
- Submitted a copy of a letter of acceptance or a copy of the conference program with your presentation highlighted.
- Contacted gss@utk.edu if you had questions about the application.