

BAYLOR GRADUATE SCHOOL

TRAVEL AWARD PROCEDURES

*As of January 1, 2023, travel award applications submitted after the time of travel **will not** be processed. Please apply four weeks in advance of travel.

"DO I QUALIFY FOR A TRAVEL AWARD?"

You qualify if:

- You're **presenting** your work at a conference and are affiliated with Baylor in the program.
- You're **registered** for hours during the term of travel.
- You haven't **requested** more than \$400 for a single trip nor more than \$800 total for the fiscal year.



ONLINE APPLICATION

Complete the [online travel award application](#). Be prepared to provide proof of presentation (not just attendance).

PROFESSOR SUPPORT

Your sponsoring professor will receive an email requesting confirmation of their support.



PROCESSING

Once approved, the award will be sent to Baylor Scholarships for processing. Please allow several days for direct deposit.

TRAVEL REPORT

After travel, email a brief report about your conference experience to GradTravel@baylor.edu.



QUESTIONS?

If you have questions related to Travel Awards, please visit our [website](#) for more details or email GradTravel@baylor.edu.