

Matching Travel Fund Application for Ph.D. Students

Term/Year _____

Name: _____

Address: _____

SSN: _____ Phone #: _____

Dept: _____ First date of registration in GSAS: _____
(You must be within the seven-year limit.)

Date awarded MPhil (Required): _____

Date and Location of Conference: _____
(Please attach a copy of the letter confirming your presentation)

Title of your Paper: _____

Estimated Travel Expenses: _____

(Please attach a copy of ticket or estimate. **Note:** fund will cover transportation costs only; no food, lodging or conference fees)

The amount the department is willing to match: \$ _____
(GSAS hopes to match 50% of total travel expenses up to a maximum of \$250)

Dept. Chair: Please print and sign your name below.

**Please submit this form to your department. It will be forwarded to:
Beatrice Terrien, Associate Dean, 107 Low Library, MC 4304
Deadlines are the 3rd day of July, November & March for each respective term**

Students: please complete the application above, and attach a copy of the letter confirming the acceptance of your paper, along with a copy of your airline ticket or an estimate. Submit the application first to the chair of your department for approval, then forward the completed application to: Beatrice Terrien, Associate Dean, 107 Low Library.

Eligibility Requirements

1. Students must be within the seven (7) year academic time limit.
2. Students must have completed all requirements for the MPhil degree (or have reached the 4th year as DMA candidates) by the conclusion of the term in which the conference occurs
3. Students must be presenting a paper at a professional conference or, in the case of a DMA candidate, attending the first performance of one's original composition.
4. Students must not have received another travel grant during the academic year.

Reimbursement Procedure

1. Department completes and signs a Travel Expense Report, writing "Graduate Student" next to the student's name
2. Department provides the appropriate account to be charged on the first account line, along with its share to the students reimbursement (no less than 50% of the total travel expenses).
3. Department forwards the completed form and all original travel receipts to Donna James, GSAS Admin. Asst., in 109 Low Library.
4. GSAS will add its account information to the form and will submit all documentation to the Controller's Office for processing.

Questions? Contact Craig Knobles (jck2) at 854-2889