HSR PhD Student Travel Application

NAME_____ E-MAIL _____

AMOUNT REQUESTING* $_____ LOCAL PHONE _____

PLEASE ATTACH THE FOLLOWING INFORMATION IS SUPPORT OF THIS APPLICATION:

1) Name of conference or organization   _____
2) Date of Conference   _____
3) Site of conference   _____
4) Has the abstract/paper been accepted for presentation?   ☐ YES ☐ NO
5) Will you present the paper/abstract at the conference?   ☐ YES ☐ NO
6) Have you applied for GPSG travel funds?   ☐ YES ☐ NO

      If yes, when? _____

NOTE: ALL APPLICATIONS MUST INCLUDE THE FOLLOWING. PLEASE CHECK EACH INCLUDED.

1) ☐ A copy of the accepted abstract;

2) ☐ A description of the conference (preliminary program);

3) ☐ A letter of support or endorsement from the applicant's advisor including an indication of the importance of the conference or event forum.

4) ☐ A copy of the acceptance notification to participate in the conference. An email invitation will suffice for application but a formal invitation or notation in the final conference schedule will be required to be submitted with receipts for payment.

5) ☐ Travel budget.

Signature of Applicant	Date
Signature of Advisor	Date
Signature of HSR PhD Director	Date

APPLICATIONS MUST BE SUBMITTED TO THE HSR PHD DIRECTOR AT LEAST 21 CALENDAR DAYS PRIOR TO TRAVEL.

      Approved: ☐ YES ☐ NO   Amount: $_____

*We cannot guarantee funding for all travel requests. Please do not assume that you have received a travel award until the HSR PhD director has notified you.