

**Graduate Student Travel Grant
Application Form
For Travel September 1, 2008 - August 31, 2009**

Travel Grant Guidelines: Grants are awarded exclusively for travel to recognized conferences that occur between September 1, 2008 and August 31, 2009 for the purpose of presenting the results of research or original artistic works conducted during graduate coursework at UMass Amherst. Awards are for presentations rather than to attend a conference, facilitate a session, or conduct research. Awards will be made to the individual student rather than for a project (divided among several students). Each graduate student is eligible for one grant per year although the Travel Grant Committee may not be able to award grants to every student whose application is endorsed by the GPD. Grant funds apply to registration, transportation, and lodging expenses documented by receipts for up to \$200 for regional, \$300 for domestic, and \$400 for international travel. Meals, copying, and other incidentals are not reimbursable. Students are strongly encouraged to share travel expenses with others attending the conference.

Directions to the Student:

- As soon as you receive verification from the conference organizers of acceptance to present (and no later than the date of travel), *email the completed application (including expense summary page and the confirmation from the conference organizers) to your Graduate Program Director (GPD).*
- Ask your advisor or project faculty member to send an email of support to your GPD. The GPD will notify the Graduate Council Travel Grant Committee of his/her approval within 10 days of receiving your application.
- The Travel Grant Committee will communicate the result to you by email within 14 days of communication from the GPD. *If a grant is awarded, you take the email notification and the receipts for approved travel expenses to your own department's administrative assistant within 30 days of travel to receive reimbursement.*

Required Application Packet Contents (submit to GPD):

- Application Form
- Expense Summary
- Evidence or confirmation of invitation to present

The GPD will submit the above *along with* his or her Approval Form to the graduate school.

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Personal Information

Name: _____ SPIRE ID#: _____

Department/Program (if different): _____

Email Address: _____

Home Address: _____

Home Phone: _____ Campus Phone: _____

Advisor's Name: _____ Advisor's Email: _____

GPD's Name: _____ GPD's Email: _____

Degree Pursued (MA, PhD, MFA, etc.) _____ Year in Program: _____

Conference and Project Information

Name of Conference/Meeting: _____

Location: _____

Dates: _____

Authors as Listed on Conference Program: _____

Have you received a Graduate School travel grant previously? _____ If so, when? _____

Name of Project: _____

Type of Project: Paper Poster Panel Other

Was the research conducted while at UMass: Yes No

Checking here certifies that the information provided is accurate to the best of my knowledge.

Name: _____ Date _____

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Name: _____ SPIRE ID#: _____

Co-authors who also contributed to the paper and will attend or present: _____

Other students from the program who will attend this conference (Student efforts to share expenses will be considered in the grant award process): _____

Expenses to be shared: _____

Itemized Expenses Before Grant or Other Sources of Reimbursement


	Total Cost For All Sharers	Your Share
1. Transportation:		
a) Airfare: _____	_____	_____
b) Driving: _____ # of miles X rate _____	_____	_____
2. Lodging: _____ days X \$ _____ (per night)	_____	_____
3. Conference Registration Fee:	_____	_____
4. Parking:	_____	_____
5. Taxi/Shuttle/Other Transportation:	_____	_____
Total Expenses	_____	_____

Notes: Present receipts to departmental administrative assistant within 30 days of travel. Travel Grants do not cover meals, social events, or incidental expenses such as copying.

Comments: _____

Checking here certifies that the information provided is accurate to the best of my knowledge.

Name: _____ Date _____

When you are finished editing this form, click the SAVE button, which usually looks like this:  and save the edited form as a .PDF file on your local hard drive. Open the file to ensure that the changes you made saved correctly. Then send the form as an attachment to your GPD along with the evidence of your conference participation (e.g., the letter or email from the conference organizers confirming your participation, or a copy of the conference program containing your name.)