

**Graduate Student Travel Grant**  
**September 1, 20\_\_ - August 31, 20\_\_**

**Travel Grant Guidelines:** Grants are awarded exclusively for travel to recognized conferences that occur between the above dates for the purpose of presenting the results of research 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 Department of Physics is allotted funds about 6 grants. Grant funds apply to registration, transportation, and lodging expenses documented by receipts for up to \$400. Meals, copying and other incidentals are not reimbursable. Students are strongly encouraged to share travel expenses with others attending the conference.

**Required Application Packet Contents**

(submit application packet to [kjbryant@physics.umass.edu](mailto:kjbryant@physics.umass.edu) for GPD approval):

- Application Form
- Expense Summary
- Evidence or confirmation of invitation to present
- Letter of support (or e-mail) from your advisor or project faculty member

If the grant is awarded, you will include the approval notification with all receipts for approved travel expenses submitted for reimbursement (within 30 days of travel). Usual procedures apply for travel reimbursement.

Note: Students who anticipate professional travel as described above should check with the GPD on availability of the grants and should submit their request as soon as they have confirmation of their presentation. Travel funding is processed as a business expense reimbursement. Students who receive funding should check with their business office travel preparer on specific procedures for reimbursement. Internal Revenue Service (IRS) rules require that expense reimbursements be processed within 60 days and documented with original receipts so it is important to submit the necessary documents for reimbursement as soon as possible after your return.

**Physics Graduate Student Travel Grant Application Form**  
**September 1, 20\_\_ - August 31, 20\_\_**

***Personal Information***

Name: \_\_\_\_\_ SPIRE ID# \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

Research Advisor: \_\_\_\_\_ Entry Year \_\_\_\_\_

***Conference and Project Information***

Name of Conference/Meeting: \_\_\_\_\_

Location: \_\_\_\_\_

Dates: \_\_\_\_\_

Co-Authors Listed on Conference Program: \_\_\_\_\_

Have you received a Physics Travel Grant previously? \_\_\_\_\_ If so, when? \_\_\_\_\_

Type of Project: Paper \_\_\_\_\_ Poster \_\_\_\_\_ Panel \_\_\_\_\_ Other \_\_\_\_\_

Identify the scope of the conference/meeting: International \_\_\_\_\_ National \_\_\_\_\_

Regional \_\_\_\_\_ State \_\_\_\_\_

Other (Specify) \_\_\_\_\_

Was the research conducted while at UMass? Yes \_\_\_\_\_ No \_\_\_\_\_

Other students from Physics who will share expenses with you? \_\_\_\_\_

Expenses to be shared: \_\_\_\_\_

**Itemized Expenses Before Grant or Other Sources of Reimbursement**

	<b>Amount</b>	<b>Your Share</b>
Transportation:		
a) Airfare:	_____	_____
b) Driving: _____ # of miles X (current rate)	_____	_____
Lodging: _____ days X \$ _____ (per night)	_____	_____
Conference Registration Fee:	_____	_____
Parking:	_____	_____
Taxi/Shuttle/Other Transportation:	_____	_____
<b>Total Expenses paid by all Sharers:</b>	_____	
<b>Total Expenses you are responsible for:</b>		_____

(Your Share refers to the amount of the shared costs which you are responsible for; if no sharing, it's the same as the Total Amount.)

**When approved this document will be signed and returned to you to submit with your travel reimbursement.**

**Physics Graduate Student Travel Grant APPROVAL Form**  
**September 1, 20\_\_ - August 31, 20\_\_**

Name: \_\_\_\_\_ SPIRE ID# \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

Research Advisor: \_\_\_\_\_

Describe the student's role in this scholarly activity; i.e., sole author, first author, first author with faculty:

\_\_\_\_\_

Identify the scope of the conference/meeting:

International\_\_\_\_ National\_\_\_\_ Regional\_\_\_\_ State\_\_\_\_

Funding outside of Physics? \_\_\_\_\_ Amount \_\_\_\_\_

I approve the award of a Travel Grant for this student in the amount of \$ \_\_\_\_\_

\_\_\_\_\_  
Lori Goldner  
Graduate Program Director  
Department of Physics

\_\_\_\_\_  
Date

**Physics Acct Number:**  
**A190222000**  
**ST 123436**  
**Fund 51342**