



School of Public Policy

**Graduate Student Travel Grant
Application Form**

Personal Information

Name: _____ SPIRE ID#: _____

Email Address: _____

Home Address: _____

Phone Number: _____

SPP Degree _____ Year in Program: _____

Conference and Project Information

Name of Conference/Meeting: _____

Location: _____

Dates: _____

Authors as Listed on Conference Program: _____

Name of Project: _____

Type of Project: Paper ☐ Poster ☐ Panel ☐ Other: _____

Was the research conducted while at SPP? Yes ☐ No ☐

Graduate School Travel Grant

Name: _____ SPIRE#: _____

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

*Total Amount refers to the amount paid by all shares, if the expense was shared; otherwise, your total cost.

** Your Share refers to the amount of shared costs which you are responsible for; otherwise, it's the same as the Total Amount.

Notes: Present receipts to SPP staff 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.*

Signature: _____ Date: _____

Please send this completed document 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) to an SPP staff member.