

TO: GVPT Graduate Students

FROM: Jonathan Wilkenfeld, Chair

SUBJECT: Departmental Travel Grants

We are pleased to announce that the department of Government and Politics is offering yearly travel grants for graduate students presenting papers at conferences. The amount given is re-evaluated each year depending on budget restraints. Students may apply once every fiscal year which runs from July 1 to July 1.

All applicants must include:

1. A completed application form.
2. A letter of recommendation from the student's faculty advisor.
3. Proof of applicant's participation in the conference.
4. Copy of Paper you will be presenting (if not available prior to your request of funding you **MUST supply a copy before reimbursement process will begin**).

GVPT reimbursement will be processed for you through a scholarship process. If the department is given enough notice, attempts will be made to prevent the out-of-pocket expense for the amount that the chair approved. Scholarship checks will not be included on your payroll check. A separate check will be mailed to the home address you provided on your application form. Scholarship checks take 3-4 weeks to process. If you do not received your check within that time, it is your responsibility to inform the department.

Goldhaber Travel Grant - Graduate School

After your conference, **submit all original receipts** (Original receipts must be submitted for your reimbursement), **the grant letter from the graduate school confirming the amount awarded to you** to Ann Marie. University reimbursement process takes anywhere from 4 to 6 weeks. If you receive a university paycheck, your reimbursement will be added to your check. If not, a check will be mailed to the address that you provided on your application.

**GOVERNMENT AND POLITICS
APPLICATION FOR GRADUATE STUDENT TRAVELGRANT FOR PRESENTATION
OF CONFERENCE PAPER**

DATE: _____

DATE RECEIVED (Ann Marie):

Applicant's Name (Last, First, Middle Int.)

SSN

Address (Street)

(City)

(State)

(Zip)

Office Number / Home Number

email address

Name of Faculty Advisor

Will you receive other support for this conference?

YES:____ Amount: \$_____ Source:

NO:____ Reason:

Conference Applying For:

Location of Conference:

Dates of Conference:

TITLE OF PAPER YOU WILL BE PRESENTING:

ITEMIZED BUDGET

Transportation - Air?__ Vehicle?__ \$

Registration Fee \$

Lodging \$

Food per diem (up to \$33.00 per day) \$

Other:_____ \$

_____ \$

_____ \$

TOTAL =

Applicant's Signature

**PLEASE RETURN THIS FORM AND OTHER REQUESTED MATERIAL TO:
Ann Marie Clark - Graduate Secretary - 3140 Tydings Hall**

Department Chairs Signature for approval

Date