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 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: __________________________ Entry Year____________________

Dates: __________________________ Entry Year____________________

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**

<table>
<thead>
<tr>
<th>Itemized Expenses Before Grant or Other Sources of Reimbursement</th>
<th>Amount</th>
<th>Your Share</th>
</tr>
</thead>
<tbody>
<tr>
<td>Transportation:</td>
<td></td>
<td></td>
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<tr>
<td>a) Airfare:</td>
<td></td>
<td></td>
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<tr>
<td>b) Driving: _____ # of miles X (current rate)</td>
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<tr>
<td>Lodging: _____ days X $ _______ (per night)</td>
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<tr>
<td>Conference Registration Fee:</td>
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<tr>
<td>Parking:</td>
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<tr>
<td>Taxi/ Shuttle/ Other Transportation:</td>
<td></td>
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<tr>
<td><strong>Total Expenses paid by all Sharers:</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Total Expenses you are responsible for:</strong></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

(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 Date
Graduate Program Director
Department of Physics

Physics Acct Number:
A190222000
ST 123436
Fund 51342