

Master of International Affairs Program Student Travel/Conference Grant Request Form

Student Name _____ UIN _____

Name of Conference/Workshop _____

URL to Event Website _____

Location of Event: _____ Date of Event: _____

Check one: Are you an attendee or formal presenter?

If you are a presenter, what is the title of your presentation?

How does your attendance at this event benefit your INTA studies and/or related area of interest?

If approved, the travel/conference grant will pay for expenses up to \$300 for attendees or up to \$500 for formal presenters.

“By signing this form, I, _____, acknowledge the following:
(Name of Student)

(1) I have not received another student travel/conference grant from the Bush School during this academic year; (2) I must submit itemized receipts after I return from the event; (3) expenses must be directly related to the event (registration fee, transportation, lodging, parking and meals); (4) receipts submitted for reimbursement are for expenses incurred solely by me and no other person; (5) receipts must meet all of these criteria to be considered for reimbursement.”

Signature of Student

Date

Approve Disapprove

Signature of Department Head

Date