

## Master of Public Service and Administration Program Student Travel 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 MPSA studies and/or related area of interest?

If approved, the travel 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 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 PSAA Department Head      Date