

ISyE Graduate Student Travel Grant Request

QUALIFICATIONS/RULES:

1. Travel grants are available to ISyE graduate students who are giving talks or presenting posters at technical conferences.
2. This form must be submitted and approved prior to travel.
3. M.S. students may not receive more than one grant during their studies.
4. Ph.D. students may not receive more than two grants during their studies (including time in MS studies) and no more than one per school year.
5. Amount available per grant is at most \$400.
6. Each year funds are limited. Awards are made until funds run out for the school year in which travel occurs.

INSTRUCTIONS:

1. Prior to the conference, complete this form and attach a copy of the conference schedule (or other documentation), showing that your talk/poster will be part of the program.
2. Submit this form to Katie Sharpe in ME 130. You will receive notification of whether your request is approved shortly after submission.
3. Once travel is completed, submit within 30 days your ISyE Travel Grant Reimbursement Form along with an Employee or Non-Employee Travel Reimbursement Form to Katie Sharpe (ME 130).

Name _____ E-mail _____

Address _____ Phone _____

_____ Student ID _____

Degree (check one) M. S. Ph.D.

Have you received a prior travel grant? No Yes (date _____)

Talk/Poster Title: _____

Author(s): _____

Conference Name: _____

Date(s) _____ Location _____

I certify that I am giving a talk or presenting a poster and that I meet all of the qualifications listed above.

Student Signature Date

Advisor Signature Date

ISyE Dept. Approval _____

Date Approved: _____