

DEPARTMENT OF POLITICAL SCIENCE
Ph.D. STUDENT APSA JOB MARKET TRAVEL GRANT APPLICATION

Name: _____ Date: _____

Home Address: _____

Email: _____ Phone: _____

Year in the program: _____

Have you received or are currently applying for other Travel Grant(s) this fiscal year?: **Y N**

If yes: During which deadline(s) (Fiscal #1 or #2 - see below) and total amount(s) received or are currently requesting for other travel grants: _____

APSA Date & Location: _____

Guidelines

- ✓ The yearly \$750 departmental maximum still applies. If you have already used your departmental funds you are no longer eligible.
- ✓ This is only available to currently enrolled students who are in their fifth year or beyond.
- ✓ Only available once per career.
- ✓ This grant is only open to students who are not presently eligible for the GSAS Travel Grant to APSA because they ***did not or are not presenting a paper.***

When Applying

- Itemize expenses in chronological order in the table provided below. Attach another sheet of paper if necessary.
- Provide proof of conference registration.
- Estimate travel expenses or include copies of original receipts (not the originals themselves)
- Submit all materials to the Graduate Coordinator by either:
FISCAL DEADLINE #1: June 15 - 25: For conferences occurring between May 20 and August 31 (aka July Deadline)
FISCAL DEADLINE #2: October 15 - 25: For conferences occurring between September 1 and December 31 (aka November Deadline)

Once approved, please submit all original receipts, boarding passes, tickets, etc. within ten days of travel. If travel has already occurred, please submit original documentation within 5 days of approval. Please tape all receipts to an 8 1/2 X 11 sheet of paper, in chronological order. Keep a copy of your submission for future reference.

DEPARTMENTAL APPROVALS

DGS (name): _____ (signature): _____ Date: _____

DAF (signature): _____ Amount: _____ Date: _____