

Department of Political Science
M.Phil. Student Travel Grant Application

Name: _____ Date: _____

Home Address: _____

email: _____ phone: _____

Conference Information

Conference Title: _____

Date & Location: _____

Title of your paper: _____

When Applying

- Itemize expenses in chronological order in the table provided below. Attach another sheet of paper if necessary.
- Please estimate travel expenses or include **copies** of original receipts (not the originals themselves) and evidence of participation in the conference, e.g. letter of invitation or copy of program.
- Submit all materials to the Financial Assistant within the following timeframes:

June 15 - 25: For conferences occurring between May 20 and August 31

October 15 - 25: For conferences occurring between September 1 and December 31

February 15 - 25: For conferences occurring between January 1 and May 19

DATE	DESCRIPTION OF EXPENSE	AMOUNT
TOTAL		

Upon Approval

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 ½ X 11 piece of paper in chronological order. Keep a copy of your submission for future reference.

DEPARTMENTAL APPROVALS

****DAF Approval:** _____ **Amount:** _____ **Date** _____