



Office of Graduate Studies

Travel Subsidy Request

The Office of Graduate Studies offers a limited number of travel grants annually to encourage student participation in academic meetings and conferences held in the United States. The maximum amount of the award will be \$200 plus registration fees, if applicable (up to an additional \$200). Applications are due at least one month before the conference begins. Students are eligible for only one award per fiscal year (July 1st through June 30th). In addition, no more than 3 awards will be made for each meeting or conference. Students intending to attend international meetings beyond the United States should seek funding from the Office of International Programs.

Section I: Applicant Information

Last Name:	First Name:	Drexel ID #:
Major:	Degree Level: <input type="checkbox"/> PhD <input type="checkbox"/> Master's	Drexel Email Address:
Supervising Professor:	Email Address of Supervising Professor	
Graduate Advisor:	Email Address of Graduate Advisor	

Section II: Conference/Meeting Information

Name and Estimated Number of Attendees:	
Location:	Dates:
Date/Time of Your Presentation:	
Type and Title of Presentation:	

Section III: Estimated Expenses – Please attach pricing you have found to substantiate your expected cost

Registration Fee (excluding organization member fees)	
Transportation Costs (include economy-class air/train-fare, car rental, tolls, etc.)	
Lodging (mid-range, single occupancy rates, capped at a maximum of 2 nights)	
Food (capped at \$24/day for a maximum of 2 days)	
Miscellaneous	
Total Estimated Expenses:	
Other sources of funding, confirmed or anticipated List:	

Required Documentation

1. One-page personal statement by student explaining the relevance of attending the meeting,
2. Statement of support by Graduate Advisor, including justification for attendance, confirmation of student's full-time status and details on the other sources of funding,
3. Conference information (Brochure, website, etc.) with details of registration fees, if applicable,
4. Proof of your presentation's acceptance at the conference, and
5. Applicant must include a CV (Curriculum Vitae) with this submission.

Conditions of the Graduate Travel Subsidy Award

To qualify for a subsidy, the applicant must be enrolled in a full-time doctoral or masters program at Drexel, be a student in good academic standing, and presenting a talk or poster at the meeting/conference. The presenting student must complete this application and submit it with all supporting documentation no less than 30 days before the conference begins. Applicants will be notified via email of any award no less than 2 weeks before the beginning of the conference. Students also receiving funding from their departments/advisors will be offered the chance to have their award transferred directly to the accounts of their departments/advisors. Receipts for reimbursement are due *within two weeks of the last day of travel including a one to two-page report of what took place at the meeting*. Students can only receive a subsidy from the Office of Graduate Studies once each fiscal year (July 1st through June 30th).

The amount of support awarded will be based on:

- The type of participation and visibility in the conference; for instance
 - quality/likely impact of the presentation
 - size/quality of the meeting (local vs. international, for example)
 - student's role in the presentation (first author or not, oral session vs. poster)
- the strength of support in the recommendation letter
- student's year in program (and therefore number of opportunities for further support)
- the subsidy funds available
- the amount of any other funding student is receiving to help cover expenses

The amount awarded will be up to a maximum of \$200 beyond the registration fee (also up to \$200) and all award determinations will be at the discretion of the Associate Vice Provost for Graduate Studies. Students who have already received a travel subsidy from the Office of Graduate Studies in the same fiscal year will be excluded from consideration. Students receiving a subsidy from the Office of International Programs also will be excluded from consideration. Requests for funding will not be reviewed in the absence of original signatures on this form and all required documentation. Students receiving funding from their departments/advisors will have the choice to follow standard reimbursement procedures or have their award transferred directly to their department/advisor. Students will be reimbursed only upon submission of appropriate receipts for conference-related activities and must conform to Drexel University's Travel Policy for reimbursements (e.g. all claims must be itemized); directions appear on the Graduate Studies Website.

I understand the qualifications for this award and the reimbursement process.

Student Signature: _____ Date: _____

Graduate Studies

Received on _____ by _____

Award Amount: \$ _____ No Award Approved _____