

UIC
DEPARTMENT OF POLITICAL SCIENCE

APPLICATION FORM
FOR GRADUATE STUDENT TRAVEL SUPPORT

Criteria for awarding funds:
Departmental Participation
Good Academic Standing
Application to other funding sources
Maximum Support \$200.00

As part of your graduate degree training at UIC, the Department of Political Science invites you to:

- Represent the department at the following professional conference: _____
- Conduct research at: _____

Name _____

UIN _____

Mailing Address _____

Date Application Completed _____

US citizen or permanent resident? Yes / No University of Illinois current employee? Yes / No
(circle) (circle)

For Conference Travel:

Conference Name _____

Dates _____ Location _____

Presentation Title _____

Nature of Participation: presenter, discussant, panel member, other _____
(circle those that apply)

For Research Travel:

Name and/or Location of Research Site _____

Dates of Trip _____ Destination Country(ies) _____

Research Topic _____

Faculty Sponsor(s) _____

To help defray the cost involved, the Department will provide up to \$200 for allowable expenses.

Requesting reimbursement for: (please check)

Transportation _____

Lodging _____

Conference Fees _____

Total Amount Requested \$ _____

I have also applied for funding to the following**: _____

Approved: _____

Signature, Department Head

Instructions for processing travel support

The department reimburses up to \$200 per trip for actual expenses incurred.

Before the conference or travel has occurred, submit this completed form to the department head for approval.

After the conference has occurred, create a reimbursement request in TEM. You will need

- 1) Access to TEM and an Enterprise ID and password.
- 2) This completed form approved and signed by the department head.
- 3) Copies of actual expense receipts totaling at least the amount of approved support (credit card payments, cash receipts or cancelled checks)
- 4) If representing the department at a conference or professional meeting, a copy of the program

**Other travel grants for graduate students are available from the following entities:

UIC Graduate College Presenter Awards

<http://grad.uic.edu/cms/?pid=1000086>

UIC Graduate Student Council

http://www2.uic.edu/stud_orgs/gsc/

American Political Science Association (for travel to annual APSA Meeting)

<http://www.apsanet.org/mtgs/travelgrants.cfm>