

Department of Mathematics – Graduate Student  
Travel/Research Grant Application  
Academic Year 2017-2018

**\*\*Please complete and return this form to Larissa Kennedy, Office 331, prior to your trip\*\***

Date: \_\_\_\_\_ HUID#: \_\_\_\_\_

Name: \_\_\_\_\_

Local Address: \_\_\_\_\_

Name of Meeting/Conference: \_\_\_\_\_

Location of Meeting: \_\_\_\_\_

Dates of Travel: \_\_\_\_\_

Purpose of the Meeting/Travel: \_\_\_\_\_

\_\_\_\_\_

Reason for attending the meeting (e.g. present paper, etc.) \_\_\_\_\_

\_\_\_\_\_

Are you teaching this term?      Yes              No

Amount Requested: \$ \_\_\_\_\_

Sources of funding:              Conference              Travel Grant              Other

Is this your first request for travel funding?      Yes              No

Name of your advisor: \_\_\_\_\_

**Advisor's Approval and Signature**

This trip is academically justified: \_\_\_\_\_ Date: \_\_\_\_\_

Advisor's Signature

**The department is requesting that academically justified student travel be funded from Advisor grant funds when possible.**

**I am able to provide funding for this trip.**

Grant to be charged: \_\_\_\_\_

**Students who are teaching should not plan travel during the term.** In exceptional cases, you may request permission from your course head for travel of one week or less. You must help arrange teaching coverage during your absence.

**Course Head Approval**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_