

Matching Travel Fund Application for Ph.D. Students

Ph.D. students in the 31 Arts and Sciences programs who have received the M.Phil. and who are within seven years of their first registration may submit a request for reimbursement for conference travel expenses. Please note that this award covers travel expenses only. To be eligible for a travel award, students must present at the conference. They must also have a financial commitment from their department to match the GSAS award. There is a limit of one travel award per academic year. The assistant dean for student affairs reviews the application and makes a request to the dean for approval. **The award is not guaranteed, and requests are considered on a first-come, first-served basis.**

Participation in conferences is one of the most important means of professional development for academic researchers. When you present papers at conferences, you will have an opportunity to meet other professionals who are either working in your field or are interested in what you are doing. Presenting papers hones up your presentation skills, and the more you do it, the more comfortable and better you will get at it. (Remember to bring along copies of your CV or resume and/or business cards to hand out at all professional conferences.)

To support your efforts, the Graduate School has developed a Matching Travel Fund, each year setting aside approximately \$15,000 to help advanced Ph.D. candidates participate in major national professional conferences (or DMA candidates who travel for first performances of original musical compositions). We require that departments match the amount granted with funds from their own budgets. GSAS will match up to a maximum of \$250 towards *transportation expenses only*. Food, lodging, registration fees, etc. will not be considered for reimbursement.

Eligibility: To be considered for a Matching Travel Award, students must have completed all of the requirements for the MPhil degree by the conclusion of the semester during which the conference takes place. The student must be within the seven (7) year academic time limit and be presenting a paper at an appropriate professional conference. Students may not receive travel funds more than once per academic year. When applications exceed available funds students who have not received an awards in previous years will have priority over those students who received awards.

Deadlines: Matching Travel Awards are awarded three times per year, with the following deadlines:

3 July: For conferences occurring between 20 May and 31 August

3 November: For conferences occurring between 1 September and 31 December

3 March: For conferences occurring between 1 January and 19 May

Please Note: We can only accept travel award applications for conferences that occur *during the period of time covered by the deadline date*. Applications are available through the link below, and hard copies are can also be obtained in 301 Philosophy Hall and in most departments. All applications must include *copies* of original receipts (not the originals themselves) or estimates of expenses. Completed applications should be forwarded to *Beatrice Terrien, Associate Dean, 107 Low Library, MC 4304*. Applicants will be notified of the results by email within one month.

Reimbursement: Students who receive notification of an award must then submit original receipts to their departments. The department will complete a Travel & Business Expense Report, noting "graduate student" next to the student's name. On the first account line, the department will list the appropriate account to be charged for their share (50%) of the grant. The completed form is then forwarded by your department to Donna James in 109 Low Library, who will add the Graduate School's account information and submit the form and original receipts to the Accounts Payable office for processing.

For more information, please contact Craig Knobles at jck2@columbia.edu.

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Term/Year _____

Name: _____

Address: _____

SSN: _____ Phone #: _____

Dept: _____ First date of registration in GSAS: _____
(You must be within the seven-year limit.)

Date awarded MPhil (Required): _____

Date and Location of Conference: _____
(Please attach a copy of the letter confirming your presentation)

Title of your Paper: _____

Estimated Travel Expenses: _____

(Please attach a copy of ticket or estimate. **Note:** fund will cover transportation costs only; no food, lodging or conference fees)

The amount the department is willing to match: \$ _____
(GSAS hopes to match 50% of total travel expenses up to a maximum of \$250)

Dept. Chair: Please print and sign your name below.

**Please submit this form to your department. It will be forwarded to:
Beatrice Terrien, Associate Dean, 107 Low Library, MC 4304
Deadlines are the 3rd day of July, November & March for each respective term**

Students: please complete the application above, and attach a copy of the letter confirming the acceptance of your paper, along with a copy of your airline ticket or an estimate. Submit the application first to the chair of your department for approval, then forward the completed application to: Beatrice Terrien, Associate Dean, 107 Low Library.

Eligibility Requirements

1. Students must be within the seven (7) year academic time limit.
2. Students must have completed all requirements for the MPhil degree (or have reached the 4th year as DMA candidates) by the conclusion of the term in which the conference occurs
3. Students must be presenting a paper at a professional conference or, in the case of a DMA candidate, attending the first performance of one's original composition.
4. Students must not have received another travel grant during the academic year.

Reimbursement Procedure

1. Department completes and signs a Travel Expense Report, writing "Graduate Student" next to the student's name
2. Department provides the appropriate account to be charged on the first account line, along with its share to the students reimbursement (no less than 50% of the total travel expenses).
3. Department forwards the completed form and all original travel receipts to Donna James, GSAS Admin. Asst., in 109 Low Library.
4. GSAS will add its account information to the form and will submit all documentation to the Controller's Office for processing.

Questions? Contact Craig Knobles (jck2) at 854-2889