

**STEVEN J. GREEN SCHOOL OF INTERNATIONAL AND PUBLIC AFFAIRS
TRAVEL SUPPORT: POLICIES, PROCEDURES & APPLICATION
(REVISED SEPTEMBER 2015)**

The Steven J. Green School of International and Public Affairs will support graduate travel on a matching basis. The Green School will award up to \$200 once a year to encourage graduate students to present their research at professional meetings, to defray travel expenses associated with research, or to interview for a job.

I. Criteria

A. Academic Status

1. students must have a minimum GPA of 3.0
2. student must be a registered full-time student

B. Purpose of Travel

1. To present a research paper at a professional meeting
2. To support travel to research sites
3. Interview for academic positions

II. Procedures

- A. Complete and print the application form (typeable PDF)
- B. Obtain a memo of support from the Major Professor
- C. Provide a copy of current unofficial transcript
- D. Provide a copy of TAR
- E. Get signatures from the Graduate Program Director & Department Chair
- F. Submit items A-E to the Green School Dean's Office (SIPA 525)
4 weeks prior to travel

III. Limitations

- A. The Green School will provide up to \$200/student/year

STEVEN J. GREEN
SCHOOL OF INTERNATIONAL AND PUBLIC AFFAIRS
APPLICATION FOR GRADUATE STUDENT TRAVEL
SUBSIDY

Date: _____ PSID: _____

Name: _____

Email: _____ Phone: _____

Department: _____

Dates of Travel: _____

Source of Matching Funds: _____

Amount Requested: _____

Purpose of Travel: _____

Graduate Program Director Name

Graduate Program Director Signature

Date

Department Chair Name

Department Chair Signature

Date