



Graduate Student Travel Award Application

This form must be used to apply for a departmental student travel award. Graduate students are eligible for a maximum of two departmental travel awards during their graduate career for attending and presenting at scientific meetings/conferences. Application for a GSAS travel grant and matching funds from the research advisor is required. The maximum amount of each travel grant is \$400 or the matching amount from the advisor, whichever is smaller. This award **does not** cover business/first class travel. Reimbursements for car travel must be calculated via miles traveled.

This form and any supporting documentation MUST be submitted prior to reimbursement. The travel grant is subject to final approval by the Director of Graduate Studies.

Last Name: _____ First Name: _____

NYU ID: N _____ Email: _____@nyu.edu

Conference Name: _____

Conference Dates: _____

Acceptance of presentation (oral or poster) at the conference is attached: _____

I have have not applied for a GSAS Student Travel Grant (attach copy of the GSAS application)

Research Advisor: _____

Research Advisor Support: \$ _____ Chartfield: _____

Research Advisor Signature: _____

Is this your first or second application for a departmental travel award?

Please submit this form and any supporting documents to Yadira Campusano (yc6469@nyu.edu).

Once approved, you must submit receipts for reimbursement within 2 weeks after your travel has been completed to Takeisha Benjamin (tb94@nyu.edu). The amount must be equal to the travel award and must be for travel, accommodations or conference registration fees.