

Department of Mathematics Graduate Student Travel Request Form

In order to simplify the process for graduate students requesting support for travel to mathematics meetings and similar activities, the Department of Mathematics is combining requests by several categories of students into this one form. Whether you are

- an international student or a U.S. citizen,
- supported by VIGRE, GAANN, other fellowship, or TA,
- a Math or AMCS student,

please submit your requests with this form.

We will consider each request on a case-by-case basis. Funds are limited, so we may only be able to provide partial support, and we may have to prioritize requests. The amounts available may vary depending on the sources of funds (e.g. VIGRE grant, GAANN grant, personal gifts to the Department).

Participation in conferences, etc., can be very helpful to your research development and career, so we encourage you to be professionally active and to apply for support.

Eligible Students: All Mathematics and AMCS graduate students.

Funded travel could include:

- Giving a talk or other presentation at a research conference
- Giving a talk or other presentation at another institution
- Traveling to another institution to collaborate in research
- Participating in a focused student workshop/mini-course
- Attending a research conference to learn more about current work and to network with other students and faculty in the student's area

Please note:

- Funding is obtained when we reimburse submitted receipts after travel is complete. Save all receipts from your trip, including those for plane, train, or bus tickets, hotel charges, meals, public transit, parking, tolls, and conference registration. Receipts should indicate the method of payment.
- Travel economically. We encourage carpools and shared hotel rooms. We recommend plane tickets, hotels, and car rentals obtained from online sources like Expedia, Travelocity, Hotwire, etc. The official conference hotel is rarely the cheapest. The University reimburses rentals only up to special rates negotiated with National and Enterprise (\$38/day for a compact car in 2011), and up to airfare rates quoted by Meacham Travel Service; online sources usually beat both.
- International air travel must be done on a US Flag Carrier if reimbursed by federal grants (NSF, VIGRE, GAANN, etc.). All air travel must be coach.

To apply:

Fill out the form below and give the form to Lucy Silag, either in person, 21 MLH, in her mailbox, or electronically, lucy-silag@uiowa.edu. She will forward requests to the appropriate faculty.

Graduate Student Travel Request Form
Department of Mathematics

Please check all boxes that apply:

- | | |
|---|--|
| <input type="checkbox"/> VIGRE Trainee: _____year(s) | <input type="checkbox"/> International Student |
| <input type="checkbox"/> U.S. Citizen or Permanent Resident | <input type="checkbox"/> GAANN |
| <input type="checkbox"/> AMCS | |

Date submitted: _____

Your name _____

Place and Purpose of travel _____

Relevance to your own research program _____

Date(s) of trip _____

Estimate of Itemized Costs (transportation, hotel, meals, etc.)

Other possible sources of support for this trip? _____

Have you applied? _____

What other support have you been able to obtain? _____

Deadlines? _____

Passed quals? Not yet (or) date passed _____

Passed comp? Not yet (or) date passed _____

Ph.D. advisor if known _____

Any other information that might aid in the review of your request (please feel free to use another sheet of paper):