

The School of Interdisciplinary Global Studies accepts award applications for travel associated with conference presentations. Funding requests are assessed by a committee and awarded based on the following criteria:

- Requests should be submitted at least one month prior to travel departure date.
- Requests will be reviewed for funding availability, conference type and prominence, and timing of request. Additional information may be requested and requests are not guaranteed.
- Funding approvals will be granted up to the amount of \$500. Graduate students whose expenses total less than \$500 will be reimbursed the actual amount of expenses.
- Graduate students must supply receipts of expenses within one week of return date.
- Funding is on a reimbursement basis. Awards will be made via check.

Please complete the following information to officially submit a conference funding request:

Graduate Student Full Name:

U Number:

Departure Date:

Return Date:

Destination (City, State/Country):

Business Purpose and Explanation of Travel (attach additional information as necessary):

Expense	Estimated Cost
Airfare	
Lodging	
Registration Fee	
Transportation	
Meals	
Other Expenses	
Total Estimated Costs	

Additional considerations regarding international travel:

- Per [USF Policy #10-507](#), international conference travel needs to be registered through USF World. Graduate students should review the [International Travel for Students](#) website for further information.
- International Travel Grants are available through the Office of Graduate Studies. Graduate students who are awarded this grant are required to file a travel authorization request with the SIGS Academic Services Administrator.

Graduate Student Certification

By signing below, I certify the requested travel funding is academically appropriate for my program of study. I agree to comply with the USF and departmental travel policies and guidelines.

Signature

Date

Director (or Designee) Authorization

APPROVED

DISAPPROVED

Printed Name: _____

Title: _____

Signature: _____

Date: _____