



# Application for Conference Matching Travel Funds

In order for a student to receive conference matching travel funds from GSAS, the department or program must first approve the student's application and provide funds to defray the cost of travel to the conference. GSAS will then match the department or program's contribution, up to a maximum of \$300. This payment is contingent on an equal or greater contribution from the department or program. Please review [gsas.columbia.edu/conference-funding](http://gsas.columbia.edu/conference-funding) for the complete policy.

To be completed by the student and submitted to the department or program:

|  |   |                             |                              |                            |  |
|--|---|-----------------------------|------------------------------|----------------------------|--|
| STUDENT NAME                                   |   | Last:                       |                              | First:                     |  |
| STUDENT PID                                    | C00   | STUDENT UNI                 |                              | FIRST TERM OF REGISTRATION |  |
| <input type="checkbox"/> M.A. only             | <input type="checkbox"/> M.A./M.Phil./Ph.D. | DEPARTMENT OR PROGRAM       |                              |                            |  |
| HAVE YOU RECEIVED A MATCHING AWARD PREVIOUSLY? |   | <input type="checkbox"/> No | <input type="checkbox"/> Yes | WHEN                       |  |
| NAME OF CONFERENCE                             |   |                             |                              |                            |  |
| DATE OF CONFERENCE                             |   |                             | LOCATION OF CONFERENCE       |                            |  |
| TITLE OF PAPER TO BE PRESENTED                 |   |                             |                              |                            |  |
| ESTIMATE OF TOTAL TRAVEL EXPENSES \$           |   |                             |                              |                            |  |

Please attach the following documents to this form:

- A copy of either the invitation letter confirming your presentation, or the relevant page from the conference program;
- An estimated budget for travel costs directly related to attending the conference;
- Original receipts, taped to an 8½"×11" sheet of paper so that the entirety of each receipt is visible. Use as many sheets as necessary.

STUDENT SIGNATURE

DATE

To be completed by the department:

|                           |    |
|---------------------------|----|
| DEPARTMENTAL CONTRIBUTION | \$ |
|---------------------------|----|

SIGNATURE OF DGS OR PROGRAM DIRECTOR

PRINT NAME AND TITLE

DATE

Please submit this form, including the student's supporting documents, to the GSAS Office of Student Affairs, 107 Low Memorial Library.