

Mathematics Department Travel Fund Application

Name: _____

Date: _____

Program: _____

The Mathematics Department Travel Fund is intended to make professional trips possible for Mathematics Ph.D. graduate students without other sources of funding. Students are required to request funding from the [Rackham Graduate School](#) and from their faculty advisor before requesting funds from the Department.

On what date did you apply for the Rackham Travel Grant? _____

On what date did you receive negative notification from Rackham? _____

Requests to make use of this fund should be made to the Associate Chair for Graduate Students via an online form on the Intranet. One trip per student during their academic training will normally be approved by the Associate Chair or Chair, subject to availability of funding. A student must have achieved candidacy and should not be beyond the fifth year of training.

Is this the first time you have applied for departmental travel funds? _____

Are you a candidate? _____

In what year of your program are you? _____

Travel that will typically be supported includes conferences and meetings that support the career of the student as a mathematician or educator, e.g., where the student is making a presentation or participating in a panel or administrative meeting. **The purpose of the trip should be documented at the time of application for funding, e.g., by a copy of a letter of invitation.**

To where are you traveling?

What is the purpose of the trip?

Reimbursements are limited to a maximum of \$750 for trips in the continental United States and Canada and \$1,000 for international trips or trips to Hawaii and Alaska. Expenses incurred for transportation, lodging, registration, and miscellaneous expenses permitted under University guidelines may be requested, but not expenses for meals. In accordance with [U-M SPG 507.10-1](#), requests must be submitted within 45 days of travel.

Submit this form and supporting documentation to math-acgs@umich.edu.