

Travel Funding Procedures

The department will support graduate student travel within the following parameters:

- Awards will be made on a first-come-first-served basis until the allocation made within the Department's budget is exhausted.
- The max award is \$800.
- Normally students will receive no more than one award per year.
- Funds must be for the purpose of presentation of research (e.g. giving a paper at a conference). Posters will not normally count.
- Travel must be approved by DGS in advance. Original receipts must be provided in support of any claim.
- The department reserves the right to reject any application, including on grounds of unreasonable expense or lack of relevance or significance of the presentation.

To apply for funding, send a document to the DGS with the following:

1. Name of presentation, abstract, details of the venue, snippet of acceptance letter/email
2. Itemized budget
3. Confirmation that you will apply for all available ARHU funding (list). These can be found on their website by searching "UMD ARHU fellowships."
4. List of previous travel funding received over the past two years