

STANFORD UNIVERSITY OFFICE MEMORANDUM

Date: September, 2007

To: Physics Ph.D. Candidates

From: Maria Frank
(3-0830, maria.frank@stanford)

Subject: DEPARTMENT TRAVEL FUNDS AVAILABLE
FOR DOCTORAL STUDENTS IN PHYSICS

The Physics Department will continue to offer matching funds up to \$300 (\$500 for international travel) to assist Physics doctoral students traveling to professional meetings to present their research. Students should be in "good standing" and participating substantively (either presenting a paper or serving on a panel) in the meeting. Trips to interview for jobs have been specifically excluded. THREE trips are permitted using these funds during a student's academic career. **Please note: only one trip per student may be funded each academic year.**

Since this travel is considered to be University business, reimbursements are NOT tax reportable and can only be paid after the trip has been taken. Be sure to keep all travel receipts and submit them to your department at the time of reimbursement. **Students will not be reimbursed for travel done while on leave of absence.**

Prior to making travel arrangements, please complete the attached application form and obtain the signature of your advisor. Submit the completed form to your department Student Services Officer for approval.

Once approved, the travel reimbursement request will be processed by your advisor's administrative associate if your advisor is in Physics, Applied Physics or at SLAC. If your advisor is in another department, check with Maria Frank to determine who should process the request.

Questions regarding Physics Department travel funds should be directed to: Maria Frank, maria.frank@stanford.edu, 723-0830.

Physics Department
2007-08
APPLICATION FOR FUNDING FOR TRAVEL TO
PROFESSIONAL CONFERENCES AND MEETINGS

Name: _____ Student ID number: _____
Department: _____ Mail Code: _____ Phone No: _____

Have you had a travel grant before? _____ When? _____
Date of award(s): _____

Are you registered in the current quarter? _____
Are you meeting the minimal progress standards? _____

Conference title: _____

Dates of conference: _____ Location: _____

Do you have an official invitation to participate in the professional conference for which you are requesting travel fund? _____

Anticipated travel expense (attach expense budget): _____

Amount requested of Physics Department fund (maximum \$300 domestic, \$500 for international travel): _____

THIS SECTION TO BE COMPLETED BY PHYSICS DEPT. STUDENT SERVICES OFFICER

Amount approved by department: _____ **Acct#:** _____

Student Services Officer Signature: _____

Student's signature

Date

Advisor's Signature

Date

(As advisor, I certify that this travel is integral to this student's degree program)

Please submit your travel receipts along with this approved application to your advisor's administrative assistant for processing. If your advisor is not a Physics faculty member then you should return the form & receipts to the Physics student services officer.