

Travel Funding Request for IMSE Graduate Students

The faculty of the Department of Industrial and Manufacturing recognize the value of active participation of our graduate students at professional conferences. To that end, the Department has developed a program of support for our students to travel to conferences wherein they are either delivering a research presentation (podium presentation) or contributing a poster presentation.

To begin, graduate students should first explore opportunities for funding through the Graduate and Professional Student Senate "PAG" program (<https://www.gpss.iastate.edu/pag>).

The department will support up to 50% of some of the remaining travel costs associated with this professional travel. The other 50% will need to be provided by faculty (typically major professor) or by the student themselves. The costs that will be cost-matched include conference registration fees, transportation expenses (airfare and/or ground transport), and lodging/housing expenses. Meals and other expenses will not be reimbursed by the department; reimbursement of these expenses is up to the discretion of the major professor.

To apply for these funds for one of your students, please complete this form and submit to jsevere@iastate.edu **at least two weeks prior to travel**. Failure to submit this form prior to travel will result in loss of departmental support, and all expenses will be the responsibility of the student and/or major professor.

Faculty Name: _____

Student Name: _____

Conference Name: _____

Poster or Podium Presentation: POSTER PODIUM

Dates of Travel: _____

Estimated Conference Registration Fee: _____

Estimated Transportation Expenses: _____

Estimated Lodging Accommodation Expenses: _____

Estimated Total Expenses: _____

Workday Worktag supporting the other 50% of these costs: _____

Upon completion of travel, receipts for which this matching is requested will be required. Submission of reimbursement request and corresponding receipts should be completed within 30 days upon return from travel.

Be sure to have the student follow all [ISU policies](#) with respect to travel arrangements.