



Ph.D. Program in Public Policy and Management

Travel Award Request Form

Ph.D. Students may apply for funding to cover costs of program related travel opportunities. Travel awards will only be granted to students who are presenting a paper or poster at a scholarly conference. In most instances Evans School travel awards are limited to one per year per student.

Students are required to apply for **Graduate School Fund for Excellence and Innovation (GSFEI)** travel funding prior to applying for Evans School funding. Evans School funding for domestic opportunities will be limited to \$500 less any funding received from GSFEI or other sources, including **Graduate and Professional Student Senate (GPSS) [Travel Grants](#)**.

Awards are paid out on an expense reimbursement basis through the Evans Fiscal Office. In cases of costly international opportunities (excluding Canada), Evans School funding may be added to GSFEI or other funding sources if funds are available.

The Travel Award Request form needs to be submitted by the following deadlines (bolded) to the Ph.D Program Coordinator for the corresponding dates of travel.

Request Submitted to Ph.D. Program Coordinator	GSFEI Deadline (Submitted by Department)	Request is for Travel Between the Follow Dates
May 25	June 1	July 1 and August 31
June 25	July 1	August 1 and September 30
July 25	Aug. 1	Sept. 1 and Oct. 31
Aug 25	Sept. 1	Oct. 1 and Nov. 30
Sept 25	Oct. 1	Nov. 1 and Dec. 31
Oct 25	Nov. 1	Dec. 1 and Jan. 31
Nov 25	Dec. 1	Jan. 1 and Feb. 28/29
Dec 26	Jan. 1	Feb. 1 and March 31
Jan 25	Feb. 1	March 1 and April 30
Feb 25	March 1	April 1 and May 31
Mar 25	April 1	May 1 and June 30
April 25	May 1	June 1 and July 31

Please complete the following steps to apply for travel awards by the appropriate deadline:

Step 1: Please fill in the following information, attach proof of conference participation (i.e. email confirmation of paper/poster acceptance) and submit to the Ph.D. Program Coordinator in PAR 109.

First Name:	Last Name:
Destination:	Dates of Travel:

Title of Conference and Sponsoring Organization:	
Title of Paper or Poster You Will Present:	
Signature:	Date:

The Ph.D. Program Coordinator (Chloe Kinsey) will provide your information to the Assistant Dean of Students (Carrie Evans) to submit the request to GSFEI on your behalf. Please make sure you are aware of the request deadlines for GSFEI (www.grad.washington.edu/students/fa/gsfel/travel.shtml) as staff will need at least 2-4 business days to submit the request.

This section is to be completed by the PhD Program Coordinator.

GSFEI Award Amount:	Date:	Signature:
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Step 2: Upon receiving notice from GSFEI, you will need to pick up this form from the Ph.D. Program Coordinator and bring it to the Ph.D Faculty Coordinator (Professor Ann Bostrom) for her approval and signature.

This section is to be completed by the Ph.D. Faculty Coordinator (Professor Ann Bostrom)

Approved Award Amount:	Date:	Signature:
Remarks		

Step 3: Once you have approval and submitted the form to the Ph.D. Faculty Coordinator, you will need to complete the Pre-Travel Authorization Form found under the MyEvans tab on the Evans School website.

<https://evans.uw.edu/myevans/pre-travel-approval-request>

Step 4: Upon completing your approved travel, please submit the Travel Reimbursement Request Form. This form can also be found under the MyEvans tab of the website.

https://evans.uw.edu/sites/default/files/files/travel_reimbursement_request.pdf

In addition to the above process for consideration for UW Graduate School GSFEI and Evans School funding, PhD students are also encouraged to submit an application for UW **Graduate and Professional Student Senate (GPSS)** Travel Grant funding.

Students may only receive GPSS travel funding every three years (with a maximum of two awards during one's UW student career). Applications for GPSS Travel Grants are due by midnight on the Friday of the 5th week of each term, during the term in advance of travel (i.e., if your travel is expected in Spring Quarter, the application is due by the 5th week of Winter Quarter). <http://depts.washington.edu/gpss/services/funding/travel-grants>