

**STEVEN J. GREEN SCHOOL OF INTERNATIONAL AND PUBLIC AFFAIRS  
TRAVEL SUPPORT: POLICIES, PROCEDURES & APPLICATION  
(REVISED SEPTEMBER 2015)**

The Steven J. Green School of International and Public Affairs will support graduate travel on a matching basis. The Green School will award up to \$200 once a year to encourage graduate students to present their research at professional meetings, to defray travel expenses associated with research, or to interview for a job.

**I. Criteria**

**A. Academic Status**

1. students must have a minimum GPA of 3.0
2. student must be a registered full-time student

**B. Purpose of Travel**

1. To present a research paper at a professional meeting
2. To support travel to research sites
3. Interview for academic positions

**II. Procedures**

- A. Complete and print the application form (typeable PDF)
- B. Obtain a memo of support from the Major Professor
- C. Provide a copy of current unofficial transcript
- D. Provide a copy of TAR
- E. Get signatures from the Graduate Program Director & Department Chair
- F. Submit items A-E to the Green School Dean's Office (SIPA 525)  
**4 weeks prior to travel**

**III. Limitations**

- A. The Green School will provide up to \$200/student/year

**STEVEN J. GREEN**  
**SCHOOL OF INTERNATIONAL AND PUBLIC AFFAIRS**  
**APPLICATION FOR GRADUATE STUDENT TRAVEL**  
**SUBSIDY**

Date: \_\_\_\_\_ PSID: \_\_\_\_\_

Name: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

Department: \_\_\_\_\_

Dates of Travel: \_\_\_\_\_

Source of Matching Funds: \_\_\_\_\_

Amount Requested: \_\_\_\_\_

Purpose of Travel: \_\_\_\_\_

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\_\_\_\_\_

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\_\_\_\_\_  
Graduate Program Director Name

\_\_\_\_\_  
Graduate Program Director Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Department Chair Name

\_\_\_\_\_  
Department Chair Signature

\_\_\_\_\_  
Date