

Milano School of International Affairs, Management, and Urban Policy

Student Academic Conference Travel Assistance Award Application Form

Name: _____ I.D. number: N _____

Program of Study: _____

Credits Completed: _____ Expected Graduation: _____

Name of Conference: _____

Location: _____ Dates: _____

Maximum amount of award: \$300.00

Amount requested: \$ _____

Attachments (required):

Application statement demonstrating the importance of attendance, particularly the relevance to career goals; reasons can include, but are not limited to:

- Research proposal describing an independent research project
- Acceptance on conference program in another role (e.g. moderator)
- Applied and was accepted as attendee for competitive, “by invitation” conference
- Importance to Program or Division to have student representation, or
- Relevance to your studies at Milano

Submit the above, together with a list of projected expenses: travel (including local), conference registration fees, hotel and meals as appropriate. Submission must be received at least three weeks prior to the conference so awardees can be notified in advance. Please submit your completed application to either **Phil Akre, 72 Fifth Ave, Room 715 (GPIA students) or Minerva Muzquiz, 72 Fifth Ave, Room 504 (other Milano programs).**

Receipts for expenditures must be presented for reimbursement following the conference to:

Student Signature: _____ Date: _____

Signature of the First Faculty Mentor: _____ Date: _____

Signature of the Second Faculty Mentor: _____ Date: _____