

IME Department Graduate Student Travel Policy

The IME Department will provide funds to support graduate student travel to professional meetings to present the results of their research work. Funds will be made available primarily for registration and airline tickets. Limited support may be available for lodging and food. Priority will be given to PhD Students. Only one travel per year will be funded.

To be eligible students:

1. should have a full peer-reviewed paper (or abstract for abstract only conferences) accepted
2. be presenting (poster or oral presentation) at a nationally recognized research conference (IIE, INFORMS, ASEE)
3. be endorsed by their major advisor
4. make satisfactory progress towards degree completion

Procedure for Requesting Travel Funds

Students should fill and submit the **IME Graduate Student Travel Grant Application Form** to the IME Department

- by April 1 for May 1 to August 30 travel
- by August 1 for September 1 to April 30 travel

Submissions will be reviewed by the Graduate Committee.

IME Graduate Student Travel Grant Application Form

Application Date: [Click here to enter a date.](#)

Applicant Name: [Click here to enter text.](#)

Degree Program: Ph.D. M.S.(IE&M) M.S. (MfgE)

Initial IME Registration (MM/YYYY): [Click here to enter text.](#)

Conference Information (name, location, sponsoring organization): [Click here to enter text.](#)

Conference Dates: [Click here to enter text.](#)

Conference Presentation: Contributed Paper Abstract Only Poster

Title of paper/presentation/poster: [Click here to enter text.](#)

Authors: [Click here to enter text.](#)

Briefly explain why this conference is important to your academic and professional objectives:

[Click here to enter text.](#)

Academic qualifications:

list previous degrees (including institution and GPA) and then list courses and grades taken for your current program: [Click here to enter text.](#)

Academic progress: Check all that apply

Supervisory committee formed

Plan of study submitted

Research proposal presented

Estimated Travel Cost

Transportation	\$
Lodging	\$
Meals	\$
Registration Fee	\$
Other	\$
Total Travel Cost	\$

- (1) Do not include per diem costs if some meals are included in the conference adjust costs according to the meals provided
- (2) Do not include personal membership fees or organization dues. Policy does not permit payment for individual memberships.

Major Advisor (Print)

Date

Signature

(Signature by major advisor indicates endorsement of the student and this travel.)