

DUSPMIT
Department of Urban Studies and Planning
Massachusetts Institute of Technology
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Cambridge, Massachusetts 02139-4307
dusp.mit.edu

Name _____

E-Mail _____

MCP Student Conference Travel Application Form

(effective January 2014)

MCP students may request financial assistance to subsidize the cost of attending one professional conference during the 2-year MCP program. To be eligible, conferences must meet one of the following criteria (please check):

- be sponsored by APA
- be sponsored by ACSP
- offer AICP CM credits
- be a *planning-related* conference approved by the student's advisor

Reimbursement Schedule

Students may apply for reimbursement **up to \$450** for eligible expenses, including transportation, accommodations and conference registration. *Please note: meals and incidental expenses cannot be reimbursed; unused subsidy cannot be transferred or used toward an additional conference.*

For All Applicants

Please attach a copy of program or other documentation about the conference.

Conference title and location: _____

Travel dates: _____

(signature of advisor)

DUSP HQ approval _____

Date _____

This policy and its reimbursement limits are intended to ensure our ability to extend the benefit to all qualified applicants, given finite resources. We acknowledge that in many cases the reimbursement amounts may not cover the full cost of attending a conference, and are intended to subsidize students' personal or other resources in those instances. The policy is subject to change at any time, based on available finances.

We wish you safe travels and a great experience at the conference you attend!