

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 _____

PhD Student Conference Travel Application Form

(effective January 2014)

Reimbursement Schedule:

Reimbursement may be applied to one or multiple conferences, with total not to exceed \$600 per fiscal year (July 1 through June 30); if a paper is presented in at least one conference, this not-to-exceed total may be increased to \$800 per fiscal year.

Expenses eligible for reimbursement include transportation, accommodations and conference registration. *Please note: meals and incidental expenses cannot be reimbursed; unused subsidy/reimbursement cannot be transferred or accumulated.*

For All Applicants

Please attach a copy of program or other documentation about the conference. If you are presenting a paper, please attach a copy.

Conference title and location: _____

Travel dates: _____

(signature of faculty 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 reimbursements 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!*