

**Department of Economics
Application for Travel Funds**

The Department of Economics has funding available to assist students in defraying the costs associated with travel to present a paper at a conference. In order to be eligible for these funds you must submit the following to the Economics Graduate Program Administrator (Becca George, becca.george@wisc.edu, 7402 Social Sciences):

- a. A copy of the letter or email accepting your paper and material which describes the conference. You can also submit a copy of the conference program that lists your talk.
- b. A proposed budget with screenshots/documentation to quotes/receipts for airfare/transportation, hotel costs, and conference registration. Food expenses will not be accepted. All submitted expenses must be purchased by the student listed on this form. Please see the 'Department of Economics, Ph.D. student travel' excel sheet to complete the budget/expenses.
- c. [UPDATED 8/23/2024] Dissertators are required to apply for the [Graduate School conference presentation funds](#) before applying for departmental funds. A copy of the Grad School application decision is required to submit with this application. If you were previously awarded Grad School funds this fiscal year, please state below.
- d. Both this application and the budget must be approved by your primary faculty advisor. Faculty approve by signing below.

Students are eligible for up to two travel scholarships from the Economics Department for the 2024-25 fiscal year (July 1 – June 30). The maximum departmental scholarship is \$1200 with a per student cap of \$1200 for the 2024-25 fiscal year.

You will be notified of approval and the funding level. Please note that the amount approved will not be adjusted due to taxes or other obligations that are the purview of the individual student.

Name: _____ Campus ID: _____

Email: _____ Dates of Travel: _____

Conference Title: _____

Conference Location: _____ Dates of Conference: _____

If not traveling from Madison, please list city you are traveling from: _____

Have you applied for Graduate School conference presentation funds for this conference?

Yes No

If you did not apply, please explain: _____

Did you receive Graduate School funds for this conference? Yes, Amount Received: _____
No

(If awarded, please include the award amount on your budget sheet and adjust dept request to account for these funds)

Total cost of expenses submitted (should match proposed budget): _____

Title of your paper: _____

Brief Description of your paper:

Name of advisor: _____

Advisor signature: _____