Physics Department

2026-27

APPLICATION FOR FUNDING FOR TRAVEL TO
PROFESSIONAL CONFERENCES AND MEETINGS

The Physics Department will continue to offer funds up to $300 ($500 for international travel) to assist Physics doctoral students traveling to professional meetings to present their research. Students should be in "good standing" and **participating substantively** (either presenting a paper or serving on a panel) in the meeting. Trips to interview for jobs have been specifically excluded. THREE trips are permitted using these funds during a student's academic career. **Please note: only one trip per student may be funded each academic year.**

Since this travel is considered to be University business, reimbursements are NOT tax reportable and can only be paid after the trip has been taken. Be sure to keep all travel receipts and submit them at the time of reimbursement. **Students will not be reimbursed for travel done while on leave of absence.**

Prior to making travel arrangements, please complete the attached application form and obtain the signature of your advisor. Submit the completed form HERE for approval.

Once approved and after you have travelled, reimbursement up to the approved amount will be processed by your advisor's administrative associate. Keep all travel receipts and submit them at the time of reimbursement.

Questions regarding Physics Department travel funds should be directed to physicsstudentservices@stanford.edu.

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Name: _____Student ID number:_____

Email:_____Mail Code:_____Phone Number:_____

Have you had a department travel grant before?
If so, list date(s) of previous award(s):_____

Are you registered in the current quarter?_____

Are you meeting the minimum progress standards?_____

Conference title:_____

Dates of conference: _____Location:_____

Please attach a copy of the official invitation to participate (e.g present a paper/poster or serve on a panel) in the professional conference for which you are requesting travel fund.

Total anticipated travel expense $_____(attach expense budget)

Amount requested of Physics Department fund: $_____
(Maximum $300 for domestic travel, $500 for international travel)

Student's Signature _____Date_____

Advisor's Signature_____Date_____

Advisor Printed Name_____
(As advisor, I certify that this travel is integral to this student's degree program)

THIS SECTION TO BE COMPLETED BY PHYSICS DEPT. STUDENT SERVICES OFFICER

Amount approved by department: **Acct#:**

Student Services Officer Signature: _____

Please submit your travel receipts along with this **approved** application to your advisor's administrative assistant for processing. If your advisor is not a Physics faculty member, then you should return the form & receipts to the Physics student services officer.