Department of Mathematics – Graduate Student
Travel/Research Grant Application Academic Year 2026-27

Graduate students in the math PhD program are eligible for funding of up to $1,200 per fiscal year (July 1-June 30) from either faculty or dept grants.

Date: ______________ HUID#: ____________________

Name: ____ Dates of Travel: ______________________________________

Dates, Name, and Location of Conference:

Business purpose of travel: (Topics to be discussed, names of collaborators, how it supports dissertation & University research)

- ☐ Include with application: a printout or pdf of the conference/workshop/meeting that has the conference name, the dates, and location and a completed domestic or international travel waiver.
- ☐ Consult with the Finance Office **before** purchasing international airfare to determine if the travel funding source requires a US flag carrier to be used and if code sharing is allowed and register an international trip with Global Support Services.
- ☐ Travelers must book the lowest and most reasonable nonstop round-trip airfare departing from and returning to Boston Logan Airport consistent with their itinerary, otherwise **a price comparison must be included**.

Amount estimated for this trip $______________ Will the conference provide any funding for this trip? Yes ○ No ○

Is this your first request for travel funding this fiscal year (July 1 - June 30)? Yes ○ No ○

Are you teaching this term? Yes ○ No ○ If yes, please request your course head's approval below.

Name of your advisor: __________________________________

Advisor's Approval & Signature confirming that these travel expenses are in direct support* of University research or scholarship: _______________________________________ Date: ___________

Advisor's Signature

*Direct support: Characterizing an expense as direct support requires a business judgment by the faculty member or another University employee that the particular expense is appropriate to reimburse because it is anticipated that payment of the expense assists in advancing University research or scholarship.
Characteristics of expenses in direct support of University research or scholarship:

- The expense is appropriate to charge to a faculty member's grant funds or to other departmental research funds; or
- Expenses are incurred in the course of activity where the purpose and original intent is for the University to obtain useful results from the project/research; or
- Expenses are incurred in the course of activity where results or research will be used by the University; or
- Expenses are incurred in the course of activities that advance research or scholarship supported by a Harvard department or being undertaken by a PI.

I am able to provide funding for this trip with either ☐ **start up funds** or ☐ **grant funds.**

Grant to be charged: _________________________ Amount: (up to) _______________

Course Head's Approval & Signature **Students who are teaching should not plan travel during the term**. In exceptional cases, you may request permission from your course head to travel for one week or less. You must help arrange teaching coverage during your absence.

_____________________________ _______________________________________ Date: ___________

Course Head's Name Course Head's Signature