School of Politics and Global Studies
Undergraduate Travel Support Form

Undergraduate majors who are presenting the results of their research at national or regional professional conferences or participating in a regional or national workshop or conference may request financial support to defray the costs of attendance. The contribution from the School of Politics and Global Studies is capped at $500 for students presenting research and $350 for students participating in a workshop or conference. Students must be a conference presenter or full participant to be eligible for SPGS travel support funding and the research or conference/workshop must be related to the student's academic program in SPGS.

The Undergraduate Travel Support Form, together with a statement of support from a faculty mentor, should be submitted to the Associate Director of SPGS for approval at least thirty (30) days before the travel date. Once approval is obtained, the Associate Director will notify the student and faculty mentor. Students are encouraged to seek funds from other sources and to list those sources.

Questions or comments about the form or related procedures should be directed to the SPGS Associate Director.

Complete this form and submit it to SPGS with your unofficial transcript, a 2-page statement describing the conference you plan to attend, what you hope to achieve, and how this experience will help you in your career or academic goals. Include information on program location and time frame. Deliver the application packet to Coor Building, Room 6765, or fax application: 480-965-3929 (ATTN: Lisa Hutchins).

Name ___________________________  ASU Affiliate ID ______________________
Major _____________________     Expected Graduation Date _____________
Phone___________________________Email________________________________

Conference/Program(s) Attending

________________________________________________________________________
Date(s) of Conference/Program(s)________________________________
Faculty Mentor______________________________________________________

Student Signature: ________________  Date: ______________________


SPGS Travel Support Checklist

- Application Cover Sheet
- Personal Statement: a 2-page statement (double-spaced with 1” margins) describing the conference you plan to attend, what you hope to achieve, and how this experience will help you in your career and/or academic goals.
- Unofficial Transcript

Application packets are due in Coor Building, Room 6765 no later than 30 days from the commencement of the planned conference travel.

(If out of state, please fax application materials to 480-965-3929 – ATTN Lisa Hutchins)