

IPSS Travel Award Request 2023/24

For Fiscal Year 2023/24 the IPSS Graduate Program will offer up to \$600 travel award grants for students presenting research as 1st authors at regional, national, and international meetings or attending workshops. Grants will be awarded on a first come-first served basis until the available funding is exhausted.

Student First Name

Student Last Name

Student Email

Student ID Number

Advisor Name

Advisor Email

Meeting/Conference Name or Research Travel Purpose

Meeting/Conference Name or Research Travel Destination

to
Travel dates

Please check all that apply (if applicable):

- I will be presenting at the meeting/conference (*provide evidence of authorship*)
- I will be attending the meeting/conference
- I will be competing at the meeting/conference

Total cost of travel

Total other funding
(i.e. from faculty advisor)

Total funds requested from IPSS

Have you received funding from the IPSS program during this academic year? Yes No

Student Signature

Date

Approval from IPSS Program

Total Amount of Funding Awarded: _____ Account: 1012150020
SIO: 809000019205

DGS or PSS Signature

Date

*If you need assistance making travel arrangements or submitting documents in Concur, please reach out to (Zoë Womack at Zoe.Womack@uky.edu), PSB 105. Please remember, when you charge travel expenses upfront to your personal credit card, reimbursement will occur only after the travel event. **By signing this form, the graduate student or their supervisor agree to complete the following expense form besides entering a CONCUR expense report and emailing the form to owendroth@uky.edu.***

IPSS Travel and Blockfunding Expense Report for Fiscal Year 2024

Congratulations! You have been approved for receiving IPSS Travel or other Blockfunds in an amount of \$_____.

Reporting your expenses is a 2-step procedure.

1. Please enter your expense report in CONCUR.
2. Please complete this form with the same information you entered in the CONCUR report and e-mail it to the DGS (owendroth@uky.edu).

Completing and submitting this form are mandatory!

If you have purchased items for this trip that you need to report at different times, please follow the instructions below and check boxes accordingly.

Student's Name: _____

Student's ID: _____

Name of Conference and Trip destination or other expense: _____

Purchase Date	Expense Item	Vendor	Procard / or personal credit card Holder's Name	Amount
			Total of this report:	

Please check all that apply:

- This is the only form for this travel expense report
- Another travel expense form for the same travel with additional expenses will be submitted after the trip.
- A previous report form for this trip with a total amount of _____ has been submitted before.

Student's or Supervisor's signature

Date