



Department of Computational and Data Sciences

College of Science

4400 University Drive, Research Hall #231, MS 6A12, Fairfax, Virginia 22030

Phone: 703-993-5836; Fax: 703-993-9300; <https://cos.gmu.edu/cds/>

Graduate Travel Funding Application - PROCESS

1. A PhD student, registered to any of the CDS dept. programs may apply for this departmental supplemental funding. Funding is dependent on available budget and cannot exceed the current maximum of \$500.
2. Funding, when available, will be given only once a year per student, and only for conferences where the student is presenting an original paper with him as one of the authors.
3. Departmental funding is only available as supplement to a primary funding source (for example the Mason Graduate Student Travel Fund (GSTF))
4. An application form must be submitted via email to the department Chair, including the primary application materials, no later than 3 weeks prior to trip start date. The response will be communicated via email as well.
5. Actual reimbursement is dependent upon the traveler submitting a Travel Authorization (TA) and Travel Reimbursement (TR) via the Mason online Travel System (TRS), while complying with all mason's requirements and rules.

For questions, please contact the CDS HR/Fiscal specialist at Research hall room 231, Tel# 703-993-5836.



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CDS TRAVEL FUNDING APPLICATION

Name: _____ **G#:** _____

PhD Program: CSS CSI

Event Name: _____

Location: _____

Participation level: _____
(Attending/Presenting/
Poster/Other - Details)

Dates: _____ **Amount requested:** _____

- Please attach your budget (as provided to the Mason GSTF or other funding sources)
- Please provide advisor/supervisor acknowledgment for this trip

Please note you will be required to submit a Travel Authorization (min. 2 weeks in advance) and Travel Reimbursement (upon your return) via the Mason Travel System in order to be reimbursed for the allocated amount.

Chair Approval: _____ **Date:** _____

For details please contact:

Natalie Lapidot-Croitoru
Human Resources | Fiscal Specialist, Computational & Data Sciences Dept. (CDS)
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