

## REMINDER

### MFG ENG Ph.D. Student Travel Policy

The MFG Department set aside a limited amount of money for the academic year to support Ph.D. student travel for those who have achieved Ph.D. candidacy (i.e., passed both the Math and MFG Qualifying Exams). Awards are given at the discretion of the Department and are subject to the availability of funds. Students eligible for this benefit must act in accordance with the following guidelines:

1. Awards are made on a first come-first served basis by research area (Materials, MEMS, Systems) and should be requested at least two (2) weeks in advance of the travel date. **All awards must be approved by the student's advisor and the MFG Department prior to the date of travel.**
2. The MFG Department will match faculty grant support dollar for dollar up to a maximum of \$500.
3. Travel must be to a regional, national, or international conference that provides recognition to the Ph.D. student, the MFG department and to Boston University.
4. A paper must be accepted for presentation and actually be on the conference agenda, with the student listed as an author.
5. A maximum of \$500 will be given to a Ph.D. student for the duration of their study. Once a Ph.D. student has received a travel award of \$500 from the MFG Department they are not eligible for additional support.
6. Awards are given by check after submitting a travel reimbursement form, available in Room 117 or online. Pertinent receipts must be submitted with the form. Per diem is included.

Requests for funding consideration must be submitted in writing to Ruth Mason, Department Director, through Elizabeth Flagg, Graduate Programs Administrator, accompanied by:

- a copy of the abstract;
- a copy of the conference agenda page showing the title of the talk and the presenter's name; the anticipated amount of faculty financial support to be provided and the grant source number to be charged.