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# PhD Travel Support Application

This form should be completed by Cornell Tech, College of Engineering, or Computing and Information Science PhD students traveling between the Ithaca campus and the Cornell Tech campus in New York City. **This form represents a request for support, and is not a guarantee of funding.** Cornell Travel policies apply. For detailed information, trip reimbursement limits, and instructions, visit: <https://cornell.box.com/PhDTravel>

Net ID

Student ID

First Name

Last Name

E-mail

Student Location  Ithaca (Travelling to NYC)  
 NYC (Travelling to Ithaca)

Graduate Field

Supervisor/Faculty Supporting  
Travel

Purpose of Travel

Travel Start Date

Travel End Date

Estimated Expenses / Travel Details

Travel Scenario

Supervisor's Account Number   
(Enter "n/a" if this is travel to seek  
an advisor.)

Have you received support for any  
additional travel this semester  
under this program?  Yes  No

Once completed, this form should be attached and routed via e-mail to the appropriate supervisor/faculty member for approval. The e-mail should be CC'd to one of the following representatives based on your program:

CIS: YI Guanchez - [yg77@cornell.edu](mailto:yg77@cornell.edu)  
COE: Heather Parente - [hld25@cornell.edu](mailto:hld25@cornell.edu)  
Cornell Tech / Jacobs: CT Finance Team - [finance@tech.cornell.edu](mailto:finance@tech.cornell.edu)

**NOTE: A travel reimbursement form will be required following your trip.**  
Visit <https://cornell.box.com/PhDTravel> for more information.

College of Engineering, Computing & Information Science, Cornell Tech, Jacobs Institute

Ph.D. Student Travel Support

Pilot Fiscal Year 2016 (ending 6/30/16)

***Information for: Faculty, Ph.D. students, student services staff and financial staff for each college/unit.***

**Overview:** To encourage academically focused travel of Ph.D. students between the Ithaca campus and the Cornell Tech campus in New York City a program of financial support is being piloted. Cornell Tech, the Jacobs Institute at Cornell Tech, Computing and Information Science, and the College of Engineering have each agreed to contribute \$12,000 for 1 year, for a total of \$48,000 in FY16. The goal is to make processes as streamlined as possible as a pilot and make enhancements if travel support continues in the future.

**Procedures:**

- 1) Basic principle: The student's faculty supervisor provides 50% of the cost of the student's travel and 50% is covered by funding from the Dean or Director (Jacobs Institute) where the student's tuition is credited. *[Exception on supervisor funding in scenario 3a noted below.]*
- 2) Travel **must be approved in advance** and submitted to the appropriate Dean's financial office with signature or email approval of faculty supervisor included (see **Ph.D. Travel Support Application**).
- 3) Travel scenarios and expense limits:
  - a. Ithaca based Ph.D. student is interested in having a Cornell Tech faculty as their advisor (with request from interested NYC faculty; no faculty funding required) : Up to \$400/trip with cap of \$1,200 per semester
  - b. Ph.D. is student traveling for either a research collaboration or academic event at the other campus (with faculty supervisor approval and 50% funding): Up to \$400/trip with cap of \$1,200 per semester
  - c. PhD student with advisor on the other campus travels to meet with advisor/group (with faculty supervisor approval and 50% funding): Up to \$1,800 per semester
  - d. PhD student with advisor in NYC takes course in Ithaca (with faculty supervisor approval and 50% funding): Up to \$400/trip with cap of \$1,650 per semester
- 4) Student must submit a travel reimbursement request with appropriate receipts (see **<https://www.engineering.cornell.edu/intranet/finance/travel.cfm>** for procedures).

**Contacts:** Each Dean's office will track projected and actual expenditures and provide an alert if available funds for their unit(s) is nearly expended.

CIS: YI Guanchez (Dean's financials)

COE: Heather Parente (Dean's financials)

Cornell Tech & Jacobs Institute: Michael Weissman (Dean's/Jacobs Institute financials)