USC Rossier School of Education

Ph.D. Research & Travel Award Expense Form

Ph.D. students in good standing will receive an annual $1,200 stipend to be used for research-related expenses (conference and research travel, software, data transcription, and similar expenses). A $1,200 credit will be deposited to the student's USC account after the third week of class of the fall semester. Students will subsequently be sent a check (or by direct deposit) reflecting their balance credit. The award may be used any time throughout the year.

Students will continue to consult with faculty prior to utilizing award funds. Students will track expenses throughout the academic year and submit this form (with receipts) to the PhD office at the end of the fiscal year (June 30) or as soon as the $1,200 has been spent. All related receipts should accompany the form. One form can be used for the entire year.

Name_____

Expense	Academic Purpose	Date	Amount	Receipts attached

Total Award (per year) **$1,200.00**

_____ _____ _____ _____

Student's Signature Date Faculty Advisor Signature Date

_____ _____

Student's Printed Name Faculty Advisor Printed Name

Please note: The Graduate Student Government (GSG) offers travel grants of up to $500.00 per year for conference participation. Students are encouraged to take advantage of this additional funding source. Please refer to their website http://www.gpssusc.com/ for additional information. The Finance Tab provides specifics on eligibility and procedures.

If you have questions please contact Laura Romero at laura.romero@rossier.usc.edu.