



**Instructions**

This application is for students in the Information Science Ph.D. program who are traveling to and from the Ithaca campus and the Cornell Tech campus in New York City for the reasons listed below. This form represents a request for support, and funds are contingent on available funding. Cornell travel policies apply. Students are allowed to request Campus to Campus travel support twice per calendar year and the grant award is a flat rate of \$600 per trip.

**Step 1:** Fill out this form, obtain the host signature and email the completed form to Barbara Woske at [is-phd@cornell.edu](mailto:is-phd@cornell.edu) at least **2 weeks** prior to your planned travel date. Students will receive a decision, via email, shortly after the request is received. Please use the subject line: C2C Travel Grant Request.

**Step 2:** Within **5 business days after** your return to your home campus email the faculty host copying [is-phd@cornell.edu](mailto:is-phd@cornell.edu) asking the host to confirm your visit during the time you indicated on the form. Please use the subject line: C2C Travel Grant Host Confirmation.

Once the host confirmation email is received, students will receive an email acknowledgement and should expect the grant to be posted to their student Bursar account a few days after receiving this email. Please be sure to enroll in the [Bursar direct deposit](#) to receive the grant promptly.

Student Name:  Email:  ID#:

Which Campus are you traveling to: Ithaca  Tech

Faculty Host Name:  Email:  Campus Location:

Faculty Host Signature:

Dates of travel:

Please select all that apply to the purpose of the travel:

- 1. Networking with prospective faculty advisors or committee members.
- 2. Meeting with committee members and fellow students that are located at the opposite campus.
- 3. Enrolled in a Distance Learning core course (indicate below the course) and attending lecture in person.

- 4. Traveling to opposite campus for an academic related event hosted by a CIS faculty member. Please indicate in the box below who the faculty member is and the name of the event.