



Cornell Bowers CIS

Computer Science

M.S. and Ph.D Program
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Department of Computer Science Holiday Party and Field Picnic Inter-Campus Travel Fund

Travel Policy: These guidelines are in effect July 1, 2024 through June 30, 2025.

Principle: We want to create an environment where members of the CS department are encouraged to take advantage of the social opportunities in Ithaca. To encourage such interactions, there are three opportunities to travel by Ph.D. students to Ithaca (Spring/Fall Picnic and the Holiday Party).

PhD students contact [Becky Stewart](#) to apply for funding.

Reimbursements for travel to participate in a maximum of two events during one academic year are capped at \$200 per trip.

Priority for travel fund

- Students who have not been supported by this fund during the academic year

Travel planning process:

To ensure smooth and convenient travel, arrangements/approval for trips should be made in advance. Reimbursements for trips not approved in advance may be denied.

PhD travel:

Please notify [Becky Stewart](#) two weeks prior to your trip. Complete the [CS PhD Travel Support Application Form](#) in full. Be sure to share travel dates and business purposes.

- NOTE: Faculty host signatures are not required for Holiday/Picnic attendance.
- Use Adobe to complete the application/sign or print, scan and send via email to Becky.

Becky will let you know about any limitations on reimbursement for your trip.

Upon completion of travel and within 30 days, please submit a [reimbursement](#) form to [Melody Padgett](#).