

GRADUATE STUDENT PROFESSIONAL CONFERENCE TRAVEL SUPPORT REQUEST

Student Name: _____ Student No. _____ Degree Program _____

Name of Conference: _____

Location and Date of Conference: _____

Have you previously received conference travel support from the Graduate School? NO _____ YES _____

If yes, list date and location of most recent conference: _____

I confirm that the above and attached information is correct. _____

Student Signature

Please attach:

1. A one or two paragraph statement of why this conference is particularly important to your graduate education, e.g. it is in your specific area of specialization. Describe the nature of your active participation in the conference, e.g. oral presentation, poster presentation, panel discussant, etc.
2. A statement from your graduate program director or research advisor on the type of conference (international, national, or regional) you are attending and its importance in your field.
3. A copy of your accepted abstract with the title and any co-authors.
4. An itemized list of projected costs for the trip. The usual costs include air/ground transportation, lodging, meals, and the meeting registration fees. Out of state per diem rates vary by location.

A signature is required from the major professor and department chair **even if no funds are available to support this request.**

	Amount Authorized	Funding Itemtype or Mocode	Name	Signature
Major Professor				
Dept Chair				
Other (specify)				
Graduate School (\$500 maximum)				
Total:				

Final Amount Reimbursed*

*For use by Student Financial Aid Office.