GRADUATE STUDENT Conference FUND

Name______________________________ Date_______

Program_________________________ Advisor ____________________

Name of Conference or Development Activity (Include the name of the sponsoring organization):

______________________________________________________________

Date(s) and Location of Attendance: ________________________________

In all cases, please attach a brochure or meeting announcement. An electronic version is acceptable. You may also need to enclose further supporting documentation.

Please indicate the nature of your participation. (See Guidelines):

☐ 1. Level One: Presenting original work for the first time or working on a project for initial presentation.

First time presentation can be in the form of an oral presentation, a poster session, or other accepted means of presentation at recognized conferences in the field. Limit $500.

Title: ______________________________________________________

______________________________________________________________

Please attach an abstract (in English) and, if possible, a letter of acceptance from the conference organizers. Before you are reimbursed, you must also submit a copy of the paper itself. If your presentation did not involve a formal paper, you must submit a summary of your presentation or a pdf of your poster, for example, and a copy of the program.

☐ 2. Level Two: Other active participation in a conference or development activity including travel for research purposes (documented).

Appropriate active participation includes chairing a conference panel, participation in a roundtable discussion, membership of an advisory board etc. Limit $250.

Please indicate the basis for your funding request. Attach supporting materials to this form.

Title: ______________________________________________________

______________________________________________________________
The applicant is expected to find the most economical rate for travel and lodging before filling in the following:

**Travel**: plane/train/bus fare

Mileage @ the standard college rate (check with the graduate office as necessary)

Parking fees

Other (list)

**Food** (maximum $45/day)

(When conference registration fees include meals, please adjust the daily expenditures accordingly.)

**Lodging** (maximum $150/day)

**Registration**

(Generally, reimbursement applies to conference/registration fees only, not membership dues.)

**Other** (explain)

**TOTAL**

***The committee reserves the right to limit lodging budget.

Student Signature

Advisor or Project Supervisor Signature

Program Director Signature