

**GRADUATE STUDENT PROFESSIONAL CONFERENCE
TRAVEL SUPPORT REQUEST**

Shared Funding and Endorsement for:

Student Name: _____ Student Number: _____

Phone No. _____ E-mail Address: _____

Department: _____ College: _____

See next page for required attachments

Have you previously received conference travel support from the Graduate School? Yes No

I confirm that the above and attached information is correct. _____
Student's Signature

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

	Amount	Account to be charged	Signature
Major Professor's Research Grants	\$ _____	_____	_____
Department Chairperson	\$ _____	_____	_____
College Dean	\$ _____	_____	_____
Other (specify)	\$ _____	_____	_____
TOTAL:	\$ _____		

Funds requested from
The Graduate School \$ _____
(\$300 maximum)

Graduate School Use Only
Amount Approved: \$ _____
Disapproved: _____

Please Attach:

- 1) The name of the conference, the dates, and location of the meeting.
- 2) A one or two paragraph statement of why this conference is particularly important to your graduate education. Also include a statement of your participation at the conference: oral presentation, poster presentation, panel discussant, etc.
- 3) A copy of your accepted abstract.
- 4) An itemized list of projected costs for the trip. Note that the Graduate School support can cover registration fees, transportation and lodging, but not meals.

When you submit your travel expenses you will need to attach a copy of the conference program that indicates your participation in the conference.