

# Department of Communication

## Graduate Conference Department Funding Request

*Submit this request form with a copy of your acceptance*

To enhance the graduate experience and support scholarship among graduate students, the department offers funding for travel to research and professional conferences. Graduate students may request up to \$500 for each conference where they will be presenting their work, and up to \$250 for each conference that they are attending (but not presenting). Each student can expect up to \$1,000 in conference travel support per fiscal year (September 1 – August 31). These awards are subject to the availability of funds.

Today's Date: \_\_\_\_\_ Name: \_\_\_\_\_ UIN: \_\_\_\_\_

Email: \_\_\_\_\_

Conference: \_\_\_\_\_

Prior funding you received this fiscal YR (9/1-8/31) \_\_\_\_\_

Amount Requested: \_\_\_\_\_

DGS Approval: \_\_\_\_\_

*Student Travel requires the following:*

Pre-Travel Request via Concur eTravel System, prior to making travel arrangements.

CIRT Registration, Student Travel Financial Aid Request Form (domestic students only)

**For Office Use Only:**

Business Office: Account Number: \_\_\_\_\_

Amount: \_\_\_\_\_

Graduate Office: Post Google Drive: \_\_\_\_\_ Email Student: \_\_\_\_\_

Email Bus. Coord: \_\_\_\_\_ Return to Bus. Office: \_\_\_\_\_