

Department of Communication

Graduate Conference Travel 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 will support up to \$1,000 for travel to one research or professional conference per fiscal year. These awards are subject to the availability of funds.

Today's Date: _____ Name: _____ UIN _____

EMAIL _____ Dates of Travel: _____

Conference: _____

Location: _____

Prior funding you received this fiscal YR (FY is 9/1-8/31) _____

Amount Approved: _____

DGS Approval: X _____

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)