**Application for departmental funding for graduate student conference participation**

*Use this form to apply to the department for pre-approval of anticipated expenses for conference participation or for reimbursement of previously incurred expenses (within 1 month of the conference date)*

**Name of student applying for conference funding:**

**Name, location, and date of conference:**

**Your role in the conference (paper presenter, poster presenter, coauthor of a paper being presented by others, discussant, chair, attendee, etc.):**

**Paper or poster title, coauthors, and status:**

*If you are presenting a paper or poster, or are the coauthor of a paper being presented, please include the title of the any paper or poster, the names and affiliations of all coauthors, and its current status (i.e., is there a complete draft? Have you presented it in the department?)*

**Other information:**

*Please provide any other information you would like us to know (e.g., if this is a specialized conference that is will be of particular value to your professional development, or if you expect to meet prospective employers)*

**Previous funding:**

*Please list all conferences attended over the last two years. Include your role in the conference, the amount of departmental funding, the amount and source of non-departmental funding received (including self-funding), the amount and source of non-departmental funding applied for but not received, and the date of the conference.*

**Justification of request for reimbursement without pre-approval:**

*If you did not request pre-approval for expenses associated with this conference but are seeking reimbursement after the conference, please explain why you were unable to apply for pre-approval.*

**Actual or anticipated expenses:**

*Please include dollar amounts and a short explanation of each expense or anticipated expense. In the case of anticipated expenses please indicate the source of the estimate.*

Total amount to be reimbursed or anticipated (max $1000):

Transportation to and from the conference:

Transportation during the conference:

Lodging:

Conference registration fees: