

Department of Communication & Journalism

Graduate Student 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 \$1000 for each conference where they will be presenting their work, and up to \$500 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 : _____

Presentation Title: _____

Dates of Conference: _____

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

Amount Requested: _____

Associate Head 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: _____