DEPARTMENT CONFERENCE FUNDS

Please complete the form below to request departmental travel support.

The department will consider support up to $800 per student whose paper(s) have been accepted at a refereed conference and $400 per student whose poster(s) are being presented. The support is a one-time per budget-year support and is based on the availability of the department funds.

Please be reminded these funds can be applied toward registration fee, travel/or lodging in accordance with state travel regulations. https://www.wm.edu/offices/ce/policies/financial.../**travel**-regulations.php. Please refer to this website for updates.

BEFORE YOU SUBMIT THIS REQUEST. The Travel Spend Authorization Form has to be submitted and approved by the appropriate Advisors. This form may be completed and submitted electronically via email.

Student Name: ________________________________ Date: ___________

Conference: _______________________________ Amount: ____________

(complete the applicable)

Are you Presenting? □ Yes □No (Please check√)

Paper Title Presenting: ____

Poster Title Presenting:____

Other Travel grants submitted: □Yes □No (Please check√)(i.e. Student Activities; OGSR; Charles Center)

List all Funding Sources:	Amount Requested:	Amount Awarded:
1.	$	$
2.	$	$
3.	$	$
4.	$	$

Grant Worktag: ____________
[To be completed by approving Advisor]

Dept. Worktag: __________
[To be completed by admin. Office]

____
Graduate Student Signature

____
Advisor Signature

Forward application for approval to: Graduate Director

Graduate Director only

Approved ☐ Denied ☐

Date: ___________ Amount:_____

____
Graduate Director Signature