

DEPARTMENT CONFERENCE FUNDS

Please complete the form below to request for departmental travel support.

The department will consider support up to \$400 per student whose paper(s) have been accepted in a refereed conference and \$200 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 www.doav.virginia.gov. Please reference this website for updates.

BEFORE YOU SUBMIT THIS REQUEST. The Travel Authorization Form has to be submitted and approved by the appropriate Supervisors. This form may be obtained from the main office or electronic.

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√)

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

Grant Index to charge expenses: _____
[To be completed by approving Advisor]

Dept. Index: _____
[To be completed by admin. Office]

Graduate Student Signature

Advisor Signature

Forward application for approval to: Dr. Qun Li or e-mail liqun@cs.wm.edu

Graduate Director only

Approved Denied

Date: _____ Amount: _____

Graduate Director Signature