

# Department Conference Funds

Please complete this form 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. A student is eligible for this support once per budget year and support is subject to the availability of department funds.

These funds can be applied toward registration fee, travel, or lodging in accordance with College and state travel regulations. Details concerning travel regulations may be found at <http://www.wm.edu/offices/financialoperations/travel/>.

**BEFORE YOU SUBMIT THIS REQUEST.** A Travel Authorization Form has to be submitted and approved by the appropriate supervisors. This form may be obtained from the main office.

Student Name:

Date:

Conference:

Amount requested:

Are you presenting? Yes No

Paper title:

Poster title:

Have travel funds been requested from other sources (e.g., OGSR, Student Activities, Charles Center)?

Yes No

List all funding sources	Amount requested	Amount awarded

Grant index:

Department index:

[Index to charge expenses, to be completed by advisor]

[To be completed by dept. office]

\_\_\_\_\_  
Student signature

\_\_\_\_\_  
Advisor signature

**Forward application for approval to the Graduate Director.**

Graduate Director only

Approved Denied

\_\_\_\_\_  
Graduate Director signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Amount

April 12, 2017