

Conference Travel Request Pre-Approval Form

Name: _____

Today's Date: _____

Program: _____

Name of Conference: _____

Location of Conference: _____

Date of Conference: _____

Please indicate if Paper _____ or Poster _____ Presentation

Title of Paper or Poster Presentation:

Order of authorship: _____

Faculty Advisor/Mentor: _____

Budget:

Transportation: _____ Hotel: _____

Food: _____ Misc: _____

Total Amount Requested: _____

Will any of these expenses be covered by a grant? Yes _____ No _____

If yes, how much is covered? _____

(Attach abstract of the paper or poster and provide citation in APA format)

Date of Last Funding: _____

NOTE:

- YOU MUST SUBMIT ORIGINAL RECEIPTS WITH REIMBURSEMENT FORM WITHIN ONE WEEK AFTER THE CONFERENCE
- SUPPORT FOR STUDENTS PRESENTING WILL BE PRIORITIZED OVER OTHER REQUESTS. IF NOT PRESENTING, PLEASE EXPLAIN PURPOSE FOR CONFERENCE ATTENDANCE.