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.