

# **GRADUATE STUDENT CONFERENCE FUND** **REIMBURSEMENT APPLICATION FORM**

Please provide the following information to apply for reimbursement of up to \$150.00 from the Department of Political Science for presenting a research paper at a professional Conference.  
(if completing this form electronically, use the tab key to move to each area)

Name: \_\_\_\_\_ Student ID#: \_\_\_\_\_

Address: \_\_\_\_\_

Year In Grad Program: \_\_\_\_\_ Date(s) of Conference: \_\_\_\_\_

Conference Attended: \_\_\_\_\_

Title of Paper Presented: \_\_\_\_\_

Amount of Expenditure: \_\_\_\_\_  
(travel, lodging, registration)

Amount Reimbursed From Other Sources: \_\_\_\_\_

## **ATTACH THE FOLLOWING TO THIS FORM:**

- (1) A copy of the conference program bearing your name and title of research paper presented**
- (2) Receipts for travel, lodging, and/or conference registration**

\*Please Note: The department will not reimburse for mileage or food.\*

**YOU ARE REQUIRED TO APPLY FOR REIMBURSEMENT FROM THE SCHOOL OF SOCIAL SCIENCES GRADUATE STUDENT TRAVEL FUND BEFORE APPLYING FOR THE DEPARTMENT FUNDS. The Social Science Travel Reimbursement Request Form should also be completed and accompany final submission.**

\_\_\_\_\_  
Presenter's Signature

\_\_\_\_\_  
Date

**The Chair's signature/approval should be obtained before travel.**

Amount Approved: \_\_\_\_\_

\_\_\_\_\_  
Chair, Department of Political Science  
Signature

\_\_\_\_\_  
Date