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