Please provide the following information to apply for reimbursement of up to $250.00 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 Graduate Director’s signature/approval should be obtained before travel.

Amount Approved: __________________________

_________________________________________  __________________________
Graduate Director, Department of Political Science  Signature  Date