GRADUATE STUDENT CONFERENCE FUND
REIMBURSEMENT APPLICATION FORM

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.*

__________________________ __________________________
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