



Department Student Conference Award Application (for non-presenters only)

Date: _____

Name: _____ Email: _____

Faculty Advisor: _____

Name of Event & Sponsoring Organization: _____

Date(s) of Event: _____ Amount of Request: _____

This form must be submitted for approval to the Director of Administrative Operations prior to incurring any expenses.

Approval Signature _____ Date _____

Graduate students are eligible to apply for financial support to attend a conference as a **non-presenter** one time per fiscal year (July 1-June 30). Students must be in good standing to receive the award (i.e. meeting expectations for quality and timeliness of work).

The Department will cover the cost of the registration fee (and membership fee if needed for discounted registration) once during each fiscal year up to \$300.00.

Please note the following: **1)** Original receipts must be submitted within 60 days of event's end date in order to receive reimbursement. **2)** Fiscal Years cannot be combined to fund requests over the maximal amount and do not roll over. **3)** Conference attendance taking place at the end of a fiscal year must be submitted no later than 10 days into the new fiscal year for reimbursement out of the previous year's funds. **4)** Award amounts are subject to change July 1st each year.

Student Signature _____ Date _____