



### Student Request for College of Arts and Sciences Funding

The Dean of the College of Arts and Sciences offers **up to \$500** per academic year to students seeking financial assistance for student presentations at academic conferences. Additional funds may be available for international travel. Generally, funding from the Dean's office is restricted to transportation and conference registration costs. A contribution from the student's home department and the department chair's signature indicate the department's support.

**All requests must be submitted and approved by the Dean's office prior to your trip. No funding will be provided by the Dean's office after the trip has occurred. Please attach a description, no more than one page, of your research project, your goals for this trip and an itemized budget for your travel. If you are traveling with another student and sharing costs, please turn your requests in at the same time.** Please submit all requests to the Dean's office, ASH 280. If approval for funds is given, an email will be sent to you.

Upon your return from the conference, a one to two page summary **MUST** be turned in to the Dean's office **within 30 days** for your reimbursement from the Dean to be processed. **Within 60 days from the last day of your trip**, you will be required to complete an expense voucher and submit **original receipts to your department's Staff Assistant**. Please check with your department Staff Assistant for the proper forms and procedures for reimbursement.

Date: \_\_\_\_\_

Applicant Name: \_\_\_\_\_

Applicant NUID#: \_\_\_\_\_

Applicant Email Address: \_\_\_\_\_

Daytime Phone: \_\_\_\_\_ Are you an employee of the University? Yes  No

Conference Title: \_\_\_\_\_

Location: \_\_\_\_\_

Dates: \_\_\_\_\_ Registration Cost: \_\_\_\_\_

Mode of Transportation: \_\_\_\_\_ Cost: \_\_\_\_\_

Hotel: \_\_\_\_\_ Meals: \_\_\_\_\_

Department: \_\_\_\_\_ Department Contribution: \_\_\_\_\_

Chair's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Other Funding Amount (e.g. GRACA or other grant): \_\_\_\_\_

Amount Approved by Dean's Office: \_\_\_\_\_

Dean's Signature: \_\_\_\_\_ Date: \_\_\_\_\_