



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 travel or 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 is encouraged and the department chair's signature indicates the department's support. If the student is a presenter at a conference an acceptance letter or email is required with this form.

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, the acceptance letter (if applicable), 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: _____