

Today's Date

Name of Traveler

Conference name

Conference URL

Conference Dates

Conference Location

What is your role at the conference? (Attach invitation, acceptance letter, or name on program.)

Title of paper/poster/talk you are presenting

Explain importance to your academic progress

Travel departure date

Travel return date

Will any personal time be taken during this trip? If so, include dates & location of personal time.

If you will be claiming reimbursement for airfare, you will need to document a comparison itinerary that shows the cost of airfare if you had just traveled for the conference (to and from Seattle). This should be done at the time you book your tickets. You will be reimbursed for the lesser amount.

List type and amount of funding requested (airfare, lodging, registration fee, ground transportation, other)

Total Estimated Expenses

Have you applied for or are you receiving funding from any other source?

If yes, provide name of source and amount.

Yes

No

Do you want the department to apply for Graduate School funding on your behalf? (Note: funding is available only if you are presenting and can only be used for airfare or other transportation. You are eligible for one award in a two-year period. You may apply for up to \$300 for a domestic conference or up to \$500 for an international conference.)

Yes

No

TOTAL REQUESTED FROM DEPARTMENT

APPROVAL (Department Chair)