Conference Travel
Funding Request Form

Department of Communication graduate students may apply for up to $500 each fiscal year (July 1st of one year to June 30th of the next) to subsidize conference expenses, including travel, lodging, and registration fees. To qualify, students must meet the following criteria:

- Attend a non-local Communication or Communication-related conference
- Present a competitive paper or a paper as part of a competitively selected panel
- Furnish proof of acceptance and an Abstract (to be attached to this form)

Exceptions to the first two criteria—including, for instance, participation in a poster session—require a special request and written rationale, as well as support from the student’s graduate advisor.

Requests that meet these criteria must be submitted and approved prior to the conference; reimbursement is made after the conference and is contingent upon proof of presentation, such as a conference program. If not all funds are expended for one conference and the student attends and presents at other conferences during the same academic year in conformity with the criteria above, there is no need to submit additional applications: proof of presentation at the other conference(s) will suffice to secure remaining funds of the annual $500 award granted for the first application. *Must be submitted two weeks prior to conference.*

Conference Name: ____________________________________________________________________

Conference Location: __________________________________________________________________

Conference Dates: _____________________________________________________________________

☐ Competitively Selected Paper ☐ Competitively Selected Panel

Paper Title: _________________________________________________________________________

Panel Title (if applicable): _____________________________________________________________

Submit this form and accompanying proof of acceptance to the Director of the Communication Institute

☐ Approved ☐ Denied

Director Signature: ___________________________ Date: ________________

Notes: