

## GRADUATE STUDENT PROFESSIONAL CONFERENCE TRAVEL SUPPORT REQUEST

Student Name: \_\_\_\_\_ Student No. \_\_\_\_\_ Degree Program \_\_\_\_\_

Name of Conference: \_\_\_\_\_

Location and Date of Conference: \_\_\_\_\_

Have you previously received conference travel support from the Graduate School? NO \_\_\_\_\_ YES \_\_\_\_\_

If yes, list date and location of most recent conference: \_\_\_\_\_

I confirm that the above and attached information is correct. \_\_\_\_\_

Student Signature

Please attach:

1. A one or two paragraph statement of why this conference is particularly important to your graduate education, e.g. it is in your specific area of specialization. Describe the nature of your active participation in the conference, e.g. oral presentation, poster presentation, panel discussant, etc.
2. A statement from your graduate program director or research advisor on the type of conference (international, national, or regional) you are attending and its importance in your field.
3. A copy of your accepted abstract with the title and any co-authors.
4. An itemized list of projected costs for the trip. The usual costs include air/ground transportation, lodging, meals, and the meeting registration fees. The current UMSL per diem for meal costs is \$42/day.

A signature is required from the major professor and department chair **even if no funds are available to support this request.**

	Amount Authorized	Mocode	Signature
Major Professor			
Dept Chair			
Other (specify)			
Graduate School (\$400 maximum)			
<b>Total:</b>			

Final Amount Reimbursed*

\*For use by Student Financial Aid Office.