

This form shall be used to request reimbursement of graduate students' expenses to present research or creative activities at regional, state, national, and international conferences or professional meetings. Complete page 1 of this form and submit at least 30 days prior to the event. The applicant must be currently enrolled in a graduate program at SIUC at the time of the request and at the time of the meeting/presentation/event. Funding is awarded on a first-come, first-served basis. Student presentation at the event is required for Graduate School funding (up to \$500 per student, per event). A student may only receive this award once every two academic calendar years. For complete eligibility rules, visit <https://gradschool.siu.edu/student-resources/grad-support.php>.

Student Information

Name: _____ Dawg Tag: _____

E-mail Address: _____ Phone #: _____

Major/Program: _____ Level: _____

College: _____

Have you received professional development funds from the Graduate School in the past two years? YES NO

(If you answered YES to the above question, stop! A student may only receive this award once every two academic calendar years.)

Who is your Faculty Advisor/Major Professor? _____

Are you a Research Assistant paid with external grant funds? YES NO (If yes, then the PI must make a financial commitment to reimburse you for equal to or more than the maximum amount of the Graduate School award \$500, and you are ineligible for Graduate School Professional Development funds at this time.)

Are you on a Scholarship or Fellowship that includes funds designated for travel, such as NSF GRF? YES NO

(If yes, then you are not eligible for Graduate School Professional Development funds at this time.)

Event Information

Title of Conference/Professional Event _____

Sponsoring Society/Agency: _____ Location: _____

Event Dates: _____ to _____

Title and Description of Student Presentation: _____

Mode of attendance: _____

Estimated Costs – Please complete the following chart, as applicable. Include a total estimated cost in the box.

TRANSPORTATION	Estimated Cost	LODGING	Estimated Cost	MISCELLANEOUS	Estimated Cost
Mileage		Hotel		Parking	
Airfare		Hotel Parking		Vehicle Rental	
Shuttle		Valet Parking		Gas for Rental Car	
Uber/Taxi/Lyft		PER DIEM		Baggage Fees	
Amtrak / Train				Registration Fee	
Total Estimated Cost					

Travel Regulations, Policies and helpful links can be found at the following web address <https://as.siu.edu/travel/>

Per Diem rates can be found at the following web address <https://as.siu.edu/common/documents/travel/reimbursement.pdf>

Submission

Graduate students: Submit this completed form along with the event correspondence that shows you were invited/accepted to present at the event. Submit via email to gradbusiness@siu.edu at least 30 days prior to the event. The Graduate School will secure the required signatures on page 2.

Approval Signatures

1. Faculty Advisor, please sign if you are supportive of the student’s participation in the professional event listed above.

Faculty Advisor Name	Faculty Advisor Signature	Date

2. Director of Graduate Studies, please sign if you are supportive of the student’s participation in the professional event listed above.

Director of Graduate Studies Name	Director of Graduate Studies Signature	Date

3. If the student is a research assistant funded by external funds, the PI must make a financial commitment to reimburse the student for more than or equal to the maximum amount that can be awarded by the Graduate School (\$500).

Is Principal Investigator (PI) commitment required? YES NO

Name of PI _____

Signature of PI	Date	BP#	Amount

4. Is the student’s program, school, or college willing to provide monetary support for this student to participate in the professional event listed above?

Name of Business Manager _____

Fiscal/Budget Officer Signature	Date	BP#	Amount

Fiscal/Budget Officer Signature	Date	BP#	Amount

5. Funding offered by the Graduate School:

Graduate School Fiscal Officer Signature	Date	BP#	Amount