

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://siu.edu/admissions/graduate/funding-aid/professional-development/>

**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

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		<b>PER DIEM</b>		Baggage Fees	
Amtrak / Train				Registration Fee	
<b>Total Estimated Cost</b>					

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](mailto: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, the PI may make a financial commitment to assist the student with travel expenses. This funding will not make the student ineligible for Graduate School funding. PI, please sign below even if amount is \$0.

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 on page 1? YES NO

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