Application for Student Conference Travel Funds

#### Applicant Information

|  |  |  |
| --- | --- | --- |
| Student Name:  | Email:  | Date:  |
| Student ID: | Major: | Graduation Year: |
| Faculty Advisor:  | Email:  | Department:  |

#### Conference Information

|  |  |  |
| --- | --- | --- |
| Conference Name:  | Name of Professional Organization:  | Conference Location:  |
| Are you presenting at the conference?  | Have you been accepted for the conference?  | Is a faculty member traveling with you?  |
| What format is your presentation (poster, talk, panel discussion, etc.)?  | List all authors on the presentation:  | List all authors who are requesting Student Conference Travel Funds:  |
| Website link to conference information:  |

#### Presentation Information

|  |  |
| --- | --- |
| Presentation Title:  | Dates of travel:  |

Presentation abstract:

|  |
| --- |
|  |

#### Advisor Support Statement

Please address the following: explain the significance of the conference in your field, how presentation will be helpful for the student’s future, and how the student’s presentation will showcase Gustavus as well as any other information that we should consider. (Please limit to 250 words.)

|  |
| --- |
|  |

#### Anticipated Travel Expenses

If you are awarded conference travel funds, you will need to submit receipts for eligible expenses. You will also be expected to fill out a very short report when you return.

|  |  |
| --- | --- |
| Transportation:  | Lodging:  |
| Conference registration:  | \*Other:  |
| If multiple people are going, list names and how costs are being shared:  | Total:  |

 *\*Meal, beverage, and food expenses will not be considered for the award.*

#### Student Responsibilities

Students submitting this request and accepting funds from the College, agree to support Gustavus travel policies and procedures. Students have a responsibility to make off-campus learning the best possible personal and academic experience. Participants in activities involving student travel are responsible for their own behavior and any resulting consequences.

Save form and email as an attachment to
Sarah Peterson (speterson@gustavus.edu) in Research and Sponsored Programs

For Office Use Only:

|  |  |  |  |
| --- | --- | --- | --- |
| □ Application Approved□ Application Declined | Approved by: | Date: | Amount Approved: |

Revised 21 August 2019