

This form shall be used to request reimbursement of graduate students' expenses to attend regional, state, national, and international conferences or professional meetings. Due to the limited funds available and SIUC's desire to support as many students as feasible, we request that programs capable of fully funding student travel refrain from applying. This form must be complete and submitted prior to attending 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 not required for Graduate School funding (up to \$50 per student per event).

Name: _____ Dawg Tag: _____
 E-mail Address: _____ Phone #: _____
 Major/Program: _____ College: _____
 Student's Faculty Advisor: _____ Advisor E-mail: _____
 Event: _____ Event Dates: _____ to _____
 Sponsoring Society/Agency: _____ Location: _____

Please provide additional information about the event and its importance to the student's professional development:

Attendance will be virtual in person

Student's Presentation Title (if applicable): _____

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>

 *Student Signature Date *Director of Graduate Studies Signature Date

Funding offered from the student's Program, School, or College:

 Fiscal/Budget Officer Signature Date BP# Amount

 Graduate School Fiscal Officer Signature Date BP# Amount

*Required Signatures

Graduate Students: submit completed forms with supporting documents to your Director of Graduate Studies.
 Program Staff: submit completed forms with supporting documents to the Graduate School via gradbusiness@siu.edu.