

This shall be used to support graduate students' expenses to attend regional, state, national, and international conferences or professional meetings. In consideration of 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. For graduate students, 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.

Name: _____ Classification: _____
 E-mail Address: _____ Phone #: _____
 Major/Program: _____ College: _____
 Student's Faculty Advisor: _____ Advisor E-mail: _____
 Event Dates: _____ to _____ Purpose of Event: _____

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

Have you received any professional development funds from the Graduate School this fiscal year (July 1 to June 30)? YES NO

Presentation Title: _____
 Presentation / Performance Date(s): _____ to _____ Event Type: _____
 Sponsoring Society/Agency: _____ Location: _____

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 Approval	Date
Fiscal/Budget Officer/Delegate Signature	Date	BP#	Amount
Fiscal/Budget Officer/Delegate Signature	Date	BP#	Amount
VC for Research Fiscal Officer/Delegate Signature	Date	BP#	Amount
Graduate School Fiscal Officer/Delegate Signature	Date	BP#	Amount

Graduate students: submit completed forms with supporting documents to the Graduate School via gradbusiness@siu.edu