



Approval for Ph.D. Student Conference Travel

Each Ph.D. student will be provided with a \$2000 account for travel during his/her entire program, of which no more than \$1000 may be spent during the first two years of his/her program. This money is to be used to attend one or more Informatics or Computer Science-related conferences. These funds can be used for travel, hotel, food, and/or registration fees. Alcohol, beer, entertainment, etc. are not allowed and will not be reimbursed.

Steps for Approval for Ph.D. Student Conference Travel:

1. **Each student will manage the money in the account although approval is required for the expenditures from the account.**
2. Complete the Approval for Ph.D. Student Conference Travel form.
3. Obtain your advisor's approval and signature.
4. Bring the completed Approval for Ph.D. Student Conference Travel form to the Informatics Graduate Studies Office to obtain the Director of Graduate Studies' approval.
5. Take the completed form to the faculty secretary in Informatics West, Room 102 for processing.
6. All receipts must be submitted to the Informatics faculty secretary in Informatics West, Room 202 for reimbursement. Receipts must be dated and show that the amount was paid in full.
7. **Note: This form must be authorized by the Graduate Studies Office on behalf of the Director of Graduate Studies before the conference and before any funds are spent. No exceptions.**

Submit all receipts, this signed form, a conference summary, and if appropriate, submitted paper/poster to the Informatics Faculty Secretary, Informatics West, Room 102.

Student Name: _____

Conference Name: _____

Conference Date(s) and Location: _____

Are you a paper or poster author? Yes No

If yes, what is the name of the paper or poster? _____

Please estimate the expenditure for this trip:

\$ _____ (No more than \$1000 can be spent during the first two years of the program; total funding available during the student's program is \$2000.)

_____ Verification of available funds (Jennifer Nicholson)

Authorization:

Student

Date

Faculty Member

Date

Graduate Studies Office/Director Graduate Studies

Date

Submit all receipts, this signed form, a conference summary, and if appropriate, submitted paper/poster to the Informatics Faculty Secretary, Informatics West, Room 102.