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 Intelligent Systems Engineering-related conferences. These funds can be used for travel, hotel, food, and/or registration fees. (Items such as alcohol, entertainment, etc. are not allowed.) Each student will manage the money in the account although approval is required for the expenditures from the account. All receipts must be submitted to the Graduate Office for reimbursement.

Note: This form must be authorized by the Graduate Studies Office on behalf of the Department Chair before the conference and before any funds are spent. No exceptions.

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 (Rebecca Winkle)

Authorization:

________________________________________  ________________
Student        Date

________________________________________  ________________
Faculty Member  Date

________________________________________  ________________
Graduate Studies Office/Department Chair Date

Submit all receipts, this signed form, a conference summary, and if appropriate, submitted paper/poster to Rebecca Winkle (rgconway@iu.edu), Graduate Manager, ISE.