



## Approval for Master’s Degree Student Conference Travel

Each master’s degree student will be provided with **one trip** per academic career. Fund availability will be verified upon receipt of this form by the faculty secretary. This is to attend an Informatics or Computer Science-related conference. The School will provide funds for travel, hotel, food, and/or registration fees. (Items such as alcohol, entertainment, etc. are not allowed.) The student is expected to pay the difference, if any. All receipts must be submitted to the School for reimbursement.

**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.**

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?

\_\_\_\_\_

**Select the level of assistance requested:**

\$400 for travel

\$600 for travel if presenting paper/poster

\$800 for travel if presenting paper/poster outside U.S.

**Authorization:**

\_\_\_\_\_  
Student

\_\_\_\_\_  
Date

\_\_\_\_\_  
Faculty Member

\_\_\_\_\_  
Date

\_\_\_\_\_  
Graduate Studies Office/Director Graduate Studies

\_\_\_\_\_  
Date

**Submit all receipts and this signed form to Jennifer Nicholson ([jnichol@indiana.edu](mailto:jnichol@indiana.edu)), Informatics Faculty Secretary.**