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.