



CONFERENCE/TRAVEL FUNDING REQUEST FORM

Student Name: _____

Year in Program: P1, P2, P3, P4 _____

Student Organization, if applicable: _____

IMPORTANT: Students serving as a presenter, delegate, or competitor at a meeting/conference can directly request funding from the Office of Student Affairs and Admissions (OSAA). Students in an organization who are not serving in an active role at the conference or meeting must first request funding from their organization. Funding requests for any remaining balance can be submitted to the OSAA. Students who are not affiliated with an organization can request funding directly from the OSAA. If the funding request is approved, students must submit a Conference/Travel Reimbursement Request Form along with original receipts.

Dates of Meeting or Conference	Name of Conference/Meeting and Location	Role at Meeting (delegate, presenter, competitor, general attendant (i.e., none of the above))	Total Cost of Airfare <small>(Max Amount: \$200 In State \$400 Out-of-State)</small>	Total Cost of Lodging <small>(Max Amount: \$150 per night shared room)</small>	Total Cost of Registration Fee	Funding Received From Organization	Amount of Funding Requested from OSAA	U.S. \$
								\$0.00
								\$0.00
								\$0.00
								\$0.00
								\$0.00
								\$0.00
								\$0.00
Total Requested from OSAA:								\$0.00

REQUIRED SIGNATURES

Student Signature: _____ Date: __/__/__

Authorization by Organization Advisor: _____ Date: __/__/__

Received by Office of Student Affairs & Admissions: _____ Date: __/__/__

Authorization by Assistant Dean of OSAA: _____ Date: __/__/__