University of Washington
The Information School

STUDENT REQUEST FOR CONFERENCE EXPENSES

Instructions

Information School **MLIS, MSIM and INFO*** students may use this form to request travel funds for participating in a professional/academic/research conference. Completed forms should be returned to the Student Services Office (MGH 470) for review. For graduate students, funds may be requested through the UW Graduate School travel fund by Student Services staff. Note: available funds are awarded on a first come/first served basis and students may only receive one award per academic year (Autumn through Summer quarter). Students will be notified by email of their award with additional details on how to access the funds. *PhD students use a separate form.

Student: _____ **Email:** _____

Conference*: _____ **Dates of Travel:** _____

Location: _____ **Is grant funding available to help pay for this trip?** **Yes** **No**

If yes, specify fund and support amount: _____

Estimated expenses:

Travel (airfare, bus, etc.) _____

Hotel _____

Conference fees _____

Total Requested _____

Purpose of Trip*: Below, please indicate the purpose of your trip; including how your planned participation in the conference and how this contributes to your professional goals. *Please spell out all acronyms.*

_____ _____
Signature of Student **Date**

_____ _____
Signature of Advisor **Date**

Award Amount: _____ **Budget #/Fund Title:** _____

Award Amount: _____ **Budget #/Fund Title:** _____

Signature of Director of Student Services	Date