

**Old Dominion University College of Arts & Letters  
Undergraduate Student Conference Participation Grant**

Student Name \_\_\_\_\_ Email \_\_\_\_\_

Major/Department \_\_\_\_\_ Expected Graduation Date \_\_\_\_\_

Name & Location of Conference \_\_\_\_\_

Title of Presentation: \_\_\_\_\_  
\_\_\_\_\_

Dates of Travel: From \_\_\_\_/\_\_\_\_/\_\_\_\_ To \_\_\_\_/\_\_\_\_/\_\_\_\_

Travel Route and Destination:  
\_\_\_\_\_  
\_\_\_\_\_

Name of Faculty Research Mentor \_\_\_\_\_

Faculty Research Mentor's Campus Address and Email \_\_\_\_\_

Type of presentation: poster or oral presentation (circle one)

Amount Requested (up to \$200) \_\_\_\_\_

Supporting Contributions: Department & Amount \_\_\_\_\_

Other \_\_\_\_\_

Supporting Materials Attached:

- A letter of support from your faculty mentor.
- A copy of your abstract, including the title and authors
- Other Supporting documents (e.g., letter/email of acceptance from conference coordinator)

To avoid delay in reimbursement, please document travel expenses with all receipts in compliance with University regulations. For further assistance, please contact the A & L Dean's Office (683-3925).

All applications and supporting materials must be submitted to: Office of the Dean, College of Arts and Letters Attn: Travel Grant Application, 9000 Batten Arts Old Dominion University Norfolk, Virginia 23529