

## Old Dominion University College of Arts & Letters

### Graduate Student Conference Participation Support Application

The College of Arts and Letters offers support to graduate students who are presenting papers at academic conferences. Funds are limited and are offered on a first-come, first-served basis. Please submit this application, along with a copy of the acceptance letter or invitation, to the Associate Dean for Graduate Studies ([demiller@odu.edu](mailto:demiller@odu.edu)) at least 15 business days prior to your proposed travel. (For international travel, please submit at least 30 days prior. N.B. International travel must also be pre-approved in Chrome River. Your department's office staff can help you with this process.) If approved, you must document your travel expenses, and provide all receipts in compliance with University regulations to avoid any delay in reimbursement. Detailed information on travel and reimbursements may be found at <https://www.odu.edu/facultystaff/university-business/travel/guidelines>. Note that memberships will not be reimbursed when these are separate items from conference registration fees. For further assistance, please contact Ryan Robbins at [rcrobbin@odu.edu](mailto:rcrobbin@odu.edu).

Name of Applicant \_\_\_\_\_ UIN \_\_\_\_\_

Department and Program \_\_\_\_\_

ODU Email \_\_\_\_\_ Telephone Number \_\_\_\_\_

Name of Conference \_\_\_\_\_

Location of Conference (City, State, Country if not USA) \_\_\_\_\_

Mode of Travel (flying, driving, etc.) \_\_\_\_\_ Dates of Travel \_\_\_\_\_ to \_\_\_\_\_

Title of Paper \_\_\_\_\_

Abstract (can be submitted as attachment, in which case write "see attached")

Supporting contributions from other funding sources

Department \$ \_\_\_\_\_

SEES \$ \_\_\_\_\_

Other Amount \$ \_\_\_\_\_

Source \_\_\_\_\_

Amount of College Support Requested: \$ \_\_\_\_\_

(\$500 maximum. Support may only be requested once per fiscal year. New fiscal years begin July 1st.)

Electronic Signatures: **Applicant's signature as well as the GPD's signature are required before submitting to the Associate Dean for review.**

Please Use Adobe Acrobat to sign if possible; Acrobat does not always recognize signatures from other PDF software.

Applicant Signature \_\_\_\_\_ Date \_\_\_\_\_

Graduate Program Director Signature \_\_\_\_\_ Date \_\_\_\_\_

Associate Dean for Graduate Studies Signature \_\_\_\_\_ Date \_\_\_\_\_