



Student Name \_\_\_\_\_ Student ID# \_\_\_\_\_

Mailing Address for Check \_\_\_\_\_  
\_\_\_\_\_

Program of Study \_\_\_\_\_

Advisor's Name \_\_\_\_\_

**Meeting / Conference Title** \_\_\_\_\_

Meeting Location \_\_\_\_\_  
City State Country

Date of Conference \_\_\_\_\_

Briefly describe why you are attending meeting/conference:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Estimated expenses:**

Airfare \_\_\_\_\_  
Lodging \_\_\_\_\_  
Meals \_\_\_\_\_  
Conference Registration Fee \_\_\_\_\_

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Advisor's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Program Director's Signature

\_\_\_\_\_  
Date

**FOR GRADUATE SCHOOL OFFICE USE ONLY**

\_\_\_\_\_  
Signature of the Dean of the Graduate School

Approved  Denied

\_\_\_\_\_  
Date