

**African-American Studies
Graduate Student Conference Travel Request**

- African-American Studies graduate students in their 3rd, 4th and 5th years of study are eligible to apply for a \$300 award to help defray travel expenses to attend a conference to present a paper.
- To apply, please complete the form below, have it signed by your advisor and DGS and submit it to Edith Rotkopf in the African-American Studies business office (Rm 103).

Are you applying for funds for this conference from another department? Yes No

If yes, please list amount of funding along with dept. contact info: \$

----- [amount] [dept. name] [contact person] -----

Student Name: _____

Conference name: _____

Conference date(s): _____

Conference location: _____

Brief paragraph about paper to be presented:

Budget estimate: (airfare, hotel, ground transportation, conference registration fee, etc)

When submitting expenses for reimbursement, please include a copy of the conference program listing your name, or include a copy of the email inviting you to speak along with all original receipts to Edith Rotkopf (Rm 103).

AUTHORIZATIONS

Proposal reviewed by : _____ <small>[Advisor Signature]</small>	Approved: <input type="checkbox"/> Yes <input type="checkbox"/> No	Date: _____
Proposal reviewed by : _____ <small>[DGS Signature]</small>	Approved: <input type="checkbox"/> Yes <input type="checkbox"/> No	Date: _____

Submit fully authorized form to:
Edith Rotkopf, Room 103