

iSchool Request for Conference Funding

INSTRUCTIONS:

Information School **MLIS**, **MSIM** and **INFO** students use this form to request travel funds for participating in a professional/academic/research conference. Completed forms should be returned to your Program Academic Advisor in the Student Services Office (MGH 470) for review.

Graduate Students: additional funds may be requested through the Graduate School Fund for Excellence and Innovation (GSFEI) <https://grad.uw.edu/students/fa/gsfef/travel.shtml>. If you are interested in these funds, your Program Academic Advisor can submit a request for you. These funds are restricted to travel expenses only.

Students are notified by email of their award with additional details on how to access the funds. Funds are awarded on a first come/first served basis and are intended to help offset some of the costs of participating in the conference/case competition. iSchool funding may be used for travel as well as conference registration, hotel and per diem expenses.

Funding is awarded to students who are presenting papers or posters, serving as an invited speaker, participating on a panel or representing the iSchool on a case competition team.

Students are notified by email of their funding awards. Reimbursement for travel expenses must be requested by the end of the fiscal year (June 30) in which they are awarded or the funds are forfeited.

Name: _____ Email: _____

Conference: _____ Travel Dates: _____

Location: _____

CONFERENCE SPECIFICS:

- Are you receiving any other funds for this conference*? Yes No
 - If yes, specify the fund and the amount: _____
- Are you sharing expenses with another iSchool Student? Yes No
 - If yes, please specify whom: _____

How are you participating in this conference? Are you giving a presentation? Yes No
(if you have two or more contributions please specify)

- Paper Presentation Title of Contribution : _____
- Poster
- Panel
- Presenter/Speaker
- Case Competition Team
- Other: (please specify) _____

PURPOSE OF TRIP:

In one paragraph, briefly outline how participating in this conference will benefit your professional development.

PER DIEM INFORMATION:

- UW Travel Office website: <http://www.washington.edu/admin/finserv/travel/>
- Per diem rates: <http://www.washington.edu/admin/finserv/travel/per.diem.html>
- Mileage rates: <http://www.washington.edu/admin/finserv/travel/mileage.html>

Expense Type	Amount	Note
Airfare	\$	
Hotel	\$	
Per Diem	\$	(Check per diem rates for location)
Rental Car	\$	
Taxi/transportation	\$	
Conference Fees	\$	
Miscellaneous	\$	Specify:
Total Requested	\$	

Signature of Student

Date

Signature of Program Academic Advisor

Date

AMOUNT AWARDED:

Award Amount _____ Budget #/Fund Title _____

Award Amount _____ Budget #/Fund Title _____

Director of Student Services

Date