

REQUEST FOR CONFERENCE TRAVEL FUNDS

College of Engineering - Graduate Education

Applicant must be making an oral presentation of research at the conference.

IMPORTANT: All fields need to be completed.

Complete the document and submit it as an email attachment to engrgrad@purdue.edu.

Please submit this form several weeks prior to your conference and allow at least a week for processing.

Student's name:

Student's e-mail address:

Advisor's name:

Advisor's email:

CoE School:

Date of preliminary exam: ____/____/____
(for grad student apps) (mm/dd/yyyy)

Anticipated graduation date: ____/____
(mm/yyyy)

Conference title:

Conference dates: ____/____/____ to ____/____/____
(mm/dd/yy)

Conference location:

(City, State or Country)

Are you receiving any other forms of funding from your advisor or other grants? If yes, please specify amount and source:

Title of presentation(s):

1.

2.

Names of authors on each paper presented:

1.

2.

Titles of 3 most important technical sessions you plan to attend:

1.

2.

3.

Mark the activities in which you plan to participate at the conference other than attending sessions.

Technical division meetings ☐ Working group meetings ☐ Governance meetings ☐
Exhibitions ☐ Receptions ☐ Mixers ☐ Workshops ☐ Other (please specify) _____

People (name and affiliation) you want to meet or hear at the conference (list three). What will you ask them?

1.

2.

3.

Goal 1: How, specifically, do you expect this conference to advance your research and career, and enhance your professional skills.

Goal 2: How do you plan to share what you learned with your fellow students at Purdue?

I verify that I have read all the rules and regulations at www.eng.purdue.edu/grad under Professional Development.

Student's signature: _____ Date: _____

I verify that I have read this document and approve the student attending the conference as stipulated in the information found at www.eng.purdue.edu/grad.

Advisor's signature: _____ Date: _____

Grad Chair's signature: _____ Date: _____

***IMPORTANT – attach copy of notification that paper has been accepted for an oral presentation at the conference**