

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.

Download and save this form as a Word document, complete all areas, and then print the form for the signatures. No electronic signatures permitted. Scan 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:

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**