



SCHOOL OF INFORMATICS AND COMPUTING

INDIANA UNIVERSITY
Bloomington

Approval for Ph.D. Student Conference Travel

Each Ph.D. student will be provided with a \$2000 account for travel during his/her entire program, of which no more than \$1000 may be spent during the first two years of his/her program. This money is to be used to attend one or more Informatics or Computer Science-related conferences. These funds can be used for travel, hotel, food, and/or registration fees. (Items such as alcohol, entertainment, etc. are not allowed.) Each student will manage the money in the account although approval is required for the expenditures from the account. All receipts must be submitted to the School for reimbursement.

Note: This form must be authorized by the Graduate Program Director before the conference and any funds are spent. No exceptions.

Student Name: _____

Conference Name: _____

Conference Date(s) and Location: _____

Are you a paper or poster author? Yes No

If yes, what is the name of the paper or poster?

Please estimate the expenditure for this trip:

\$ _____ (No more than \$1000 can be spent during the first two years of the program; total funding available during the student's program is \$2000.)

_____ Verification of available funds (Jennifer Parrish or Lucy Battersby)

Authorization:

Student

Date

Faculty Member

Date

Graduate Program Director

Date

Submit all receipts, this signed form, a conference summary, and if appropriate submitted paper/poster to either Jennifer Parrish (parrishj@indiana.edu), Informatics Faculty Secretary, or Lucy Battersby (lbatters@indiana.edu), Computer Science Faculty Secretary.