SLIS STUDENT APPLICATION
FOR TRAVEL FUNDS

Department funds may be awarded for conferences/events where the student is presenting either a paper or poster. Applications may be submitted each semester, and will be considered on a case-by-case basis. The amount and availability of funding is subject to change. Submit completed form to Katie McCullough (katie-mccullough@uiowa.edu)

Name: __________________________ Date: ______________
Conference Name: __________________________
Conference Website: __________________________

Submit conference registration form including proof of provided meals at submission of application.

Destination: __________________________
Dates of Travel: Departure ___________ Return: _________________

I will (check all that apply):

○ chair session
○ present a paper
○ present a poster
○ other: __________________________

Estimated Cost:

Registration: __________
Housing: __________
Meals: __________ which are not provided by the conference
Transportation: _________
Circle method: Plane Car Bus Train Other
Mileage reimb: .278 cents if trip is more an 100 miles
Rate is .555 is round trip is less than 100 miles
If driving how many hours one way: _______
If driving and travel time will be 8 hours or more for a round trip you will need to provide an e-mail from Winerenner/Red Carpet Travel of flight cost.

Other: ____________ Explain: __________________________

Total: ________________

Please identify other sources where you have applied for travel support. Include the amount requested, if available.

Grant (amount $ ___________)
Funding from host/presenter (amount $ ___________)
GSS (amount $ ___________)
Other ________________ (amount $ ___________)

○ No other sources (check if no other options apply)

ANY FUNDING SOURCE BY SLIS WILL BE COURTESY OF PAST ALUMNI
All SLIS students who receive SLIS departmental travel funding must document their professional activities:

- Pictures taken during presentations;
- Pictures with presentation materials;
- A brief write-up describing the event attended, the student’s responsibilities and activities, titles of any works/presentations shared (can be submitted as an email to Dr. Green).

Travel funding will be distributed once these items are submitted to SLIS. Students will also be expected to share their experiences for distribution in the SLIS newsletter and on SLIS social media and will be contacted throughout the semester for this information.

For Office Use Only:

Amount committed: $___________

DEO Endorsement: ____________________________ Approval Date:______________

Date Reimbursed: ____________________________