

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. Travel Funding must be asked for in advance of your trip. 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: _____ Check method: Plane Car Bus Train Other

Mileage reimb: .278 cents if trip is more than 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: _____