

Request for EGSA Conference Travel Support

Name: _____ Today's Date: _____

Conference: _____

Location: _____ Dates: _____

Your Role: Speaker Session Chair Estimated Expenses*: _____

*If your estimated expenses exceed \$350, you may simply write "\$350+" here.

☞ Attach a copy of an acknowledgment letter or the appropriate program page(s) documenting your professional participation in the conference.

Reason why you are applying for EGSA funding at this time (check one):

This is my second conference of the year. The Graduate School has already supported my travel to the first.

☞ Attach a copy of the funding notice you received from the Graduate School.

I have applied to the Graduate School and have been informed that their funds are exhausted.

☞ Attach a copy of the rejection notice you received from the Graduate School.

Other.

☞ Attach an explanation.

☞ Upon your return from the conference, complete an *Out of Town Travel Expense Form* and submit it, together with all the required receipts, to the Director of Graduate Programs.

N.B. To ensure that all students giving conference papers can be accommodated fairly, EGSA funds will normally be apportioned near the end of the semester. Funds will be disbursed after the allocation has been made and your *Travel Expense Form* has been received. If you require support earlier than that because of your financial circumstances, please speak with the GPD.

N.B. Loyola's fiscal year ends June 30, and the EGSA budget is zeroed out on that date. If you submit your *Travel Expense Form* to the GPD later than June 15, you may jeopardize your funding. Please allow sufficient time for your paperwork to be processed.

☞ Keep a copy of this and all forms, attachments, and receipts for your records.