

## IPS SUPPORT FOR STUDENT TRAVEL AND CONFERENCE EXPENSES

Each academic year, IPS is able to provide limited financial support to help cover student costs associated with attending meetings and conferences related to their graduate degree(s). A student can be awarded up to \$500 over the course of an academic year. As funds are limited, students are encouraged to apply for funds in anticipation of specific costs. For approved applications the funds will be “reserved.” Students will then be reimbursed for appropriate expenses once the receipts and any other requested documentation have been submitted to IPS. Final documentation and receipts are due within 14 days following the meeting/conference.

### Directions:

1. Fill out this form
2. Submit form with corresponding documents:
  - a. One-page proposal of how you see this conference attendance benefitting your IPS studies
  - b. Detailed information about the conference (program guide, official webpages that includes title, location, theme, etc.)
  - c. List of anticipated itemized expenses e.g., lodging, registration, etc.
3. This application needs to be submitted and reviewed. Applicants will be notified if their proposal for reimbursement funds is approved. Priority in funding will be given to students who apply before the selected conference.

**Note:** Applications are accepted and awards will be made on a rolling basis throughout the year. Once funds are exhausted IPS will not be able to approve additional requests.

Student name \_\_\_\_\_ LUC ID \_\_\_\_\_

Date of Application: \_\_\_\_\_

Mobile or phone number where you can be most easily reached: \_\_\_\_\_

Loyola Email: \_\_\_\_\_

Address \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Degree Program \_\_\_\_\_

Conference Title: \_\_\_\_\_

Conference/Travel Dates: \_\_\_\_\_

Please send application and all corresponding documents to:

Coordinator of Student Services  
**IPSstudentservices@luc.edu**  
Loyola University Chicago  
Institute of Pastoral Studies  
Lewis Towers  
111 E. Pearson  
Suite 630  
Chicago, IL. 60611  
Phone: 312.915.7487  
Fax: 312.915.7410

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