

DEPARTMENT OF POLITICAL SCIENCE
Application For Travel Reimbursement

NAME:

SOCIAL SECURITY #:

ADDRESS:

CONFERENCE:

LOCATION:

NATURE OF PARTICIPATION:

DATE:

TITLE OF PAPER:

ADDITIONAL RESOURCES:

ELIGIBILITY FOR CONFERENCE/POSTER FUNDS:

Must be presenting a paper or poster at an academic conference; paper or poster must be approved by your faculty advisor or Department Chair; and must have applied for alternative funding and be able to provide documentation.

REQUIRED DOCUMENTS FOR REIMBURSEMENT:

Original receipts, proof of purchase (e.g., credit card statement, cancelled check), and copy of program page showing name and title of paper.

I HEREBY ACKNOWLEDGE THAT FAILURE TO PROVIDE REQUIRED DOCUMENTATIONS MAY RESULT IN DENIAL OF THIS REQUEST.

SIGNED:

DATE:

COMMENTS:

DEPARTMENTAL USE ONLY

APPROVED

SIGNED: _____

DENIED

DATE: _____

REASON:
