

QME STUDENT TRAVEL FUNDING REQUEST FORM

Conditions:

- You must complete this form, obtain your advisor's signature, and submit the form to Sharon Sawyer psyf-adm@umn.edu **BEFORE** you attend the conference.
- Priority will be given to students who have authored/co-authored a conference presentation.
- QME graduate students can request travel funds of up to a total of \$500 for national/international conference presentations (\$300 for regional conferences).
- Funds can be used to pay for airfare or registration before the conference.

Name: _____ ID# _____

Track: _____ Advisor: _____

Conference/Meeting: _____

Dates: _____ Location: _____

Please indicate if the conference is: regional national international

ATTENDING ONLY: If you are not an author or co-author on a conference presentation, you must provide your advisor with an itinerary of sessions and events you plan to attend at the conference in order to receive advisor approval (attach a copy of the itinerary to this form).

AUTHOR/CO-AUTHOR: Title of Presentation _____

Statement of how your attendance benefits your graduate or research program:

Advisor's signature: _____

QME Coordinator's signature: _____

For access to the Department Credit Card, present the following to Ellie Perleberg (perle021@umn.edu) prior to participating in the conference:

- Send the completed form to Ellie Perleberg (perle021@umn.edu) with your adviser's signature as an indication of their approval
- Conference information (e.g. conference name, date of conference, registration website)
- What you are requesting payment for (conference registration/membership dues)
- Be sure to include detailed information about your conference: who, what, when, where and why (for example: Sharon Sawyer attended the virtual conference (give conference name) in Indianapolis, IN to present a poster entitled "XXX" at the national meeting of ABC Society, July 20 - 25, 2019).

Chartstring Number	
\$	dollar amount

(Rev. 9/4/2021)