

Request for Graduate Student Conference Funding from the Center for Women's and Gender Studies

Student Name: _____

Student ID#: D00 _____

Student Mailing Address: _____

Program, Degree, and Semester Entered into WSGS Program (e.g.: Psychology, M.A., began WSGS F08):

Conference Name and/or Name of Academic Organization: _____

Conference Location: _____

Conference Dates: _____

Title of Paper to be Presented: _____

Costs to be reimbursed:

Airfare or Mileage @ 55.5 cents per mile: _____

Hotel (per night & total): _____

Conference Registration Fee: _____

Total Costs: _____

Amount awarded: _____ Signature of Director: _____

Please Attach:

1. A copy of your acceptance letter, and/or copy of conference program listing of your presentation
2. A copy of official conference literature listing registration and hotel costs
3. Any relevant **original** receipts, hotel/travel confirmations, etc.
4. Signature of approval from department chair, program director, or advisor (on space provided above)

Important Notes:

Graduate students may request funding for up to \$200.00 for any single conference, and must be presenting a paper to receive funding. Funding is limited to travel, hotel, and registration.

If money is left over after a certain point, funding will be opened so that a student can request reimbursement for further funding (from the same or another conference).

Students may request funding from more than one source (such as the graduate office and/or their own departments as well as the WSGS Center); however, students cannot request funding for the same item more than once, nor receive a total from all sources that exceeds the total spent at the conference.

Please send completed form and all relevant materials to 550A College Hall or to wsgs@duq.edu.