

College of Education Dean's Graduate Student Travel Support

Partial support from the College of Education and a donor is available for graduate students who will be attending a national or international conference. Up to \$500 per student, per fiscal year (July 1 – May 31), may be awarded to reimburse students for airfare and/or lodging expenses incurred. College of Education funds are available to graduate students who have authored or co-authored an accepted paper that will be presented at the conference; donor funds are available to any graduate student who wishes to attend a conference. Students are encouraged to apply early in the fiscal year, as awards are limited. Departmental financial support of student applications is encouraged. In order to be eligible to apply, you must be currently enrolled in a graduate program in the College of Education.

The following processes must be completed at least one month prior to travel.

1. Complete the Application Information below.
2. Submit this completed form and a hard copy of the national or international conference acceptance letter to the COE Office of Graduate Studies, Beering 3229.
3. Upon receiving an award letter, submit a Travel Request through the Concur Travel System if employed by the University or if NOT employed by the University a Payee Certification Form, complete with signatures from your Department Head to the COE Business Office, Beering 6114.
4. After returning from travel, submit an Expense Report through the Concur Travel System if employed by the University, or if NOT employed by the University a Direct Invoice Voucher, Form 56, for reimbursement. The reimbursement form must have all original receipts attached and be approved by your Department Head. Submit the form and attachments to the COE Business Office, Beering 6114.

Concur Travel System: <http://www.purdue.edu/business/travel/> (silver bar at top of page)

Application information:

Application Date: _____ Name: _____

Department: _____ Program: _____

PUID: _____ Purdue Email: _____ Advisor: _____

Title of Conference: _____
(Complete spellings, no acronyms.)

Conference Location: _____

Conference Dates: _____

Presenting at the Conference Co-Presenting at the Conference Attending Only

IF presenting at the Conference, indicate title of the presentation: _____

Please provide any additional sources of funding: *(provide funding information below even if not yet approved)*

Dept: _____ Date Requested _____ Amount: \$ _____ Approved _____

Dept: _____ Date Requested _____ Amount: \$ _____ Approved _____