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 $300 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)

Concur Travel System Training: https://www.eventreg.purdue.edu/training/CourseListing.asp?master_id=3869&master_version=1&course_area=BSTC&course_number=224&course_subtitle=ILT

Application information:

Application Date: __________________ Name: __________________________________________

Department: __________________ Program: __________________________________________

Advisor: _________________________________________________________________

Title of Conference: ____________________________________________________________ (complete spellings, no acronyms)

Conference Location: _________________________________________________________

Conference Dates: __________________

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

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________  

Dept: ______________ Date Requested ______ Amount:$ ____________ Approved________  

Dept: ______________ Date Requested ______ Amount:$ ____________ Approved________  

Dept: ______________ Date Requested ______ Amount:$ ____________ Approved________  

Dept: ______________ Date Requested ______ Amount:$ ____________ Approved________