Approval for BS Degree Student Research Conference Travel

Each undergraduate degree student enrolled in 9 credit hours or more each semester will be provided with funding support to attend a conference at which the student is presenting a peer-reviewed, authored research paper/poster prepared in the context of the student’s academic studies. A total funding of $500 per student is available only for up to 4 years after the start of their studies. The funding may be used to cover for travel, hotel, food, and/or registration fees. IU travel policies apply\(^1\). Items such as alcohol, entertainment, etc. are not covered. The student is expected to pay the difference, if any. Once approved, travel arrangement for the expenses to cover up front (e.g., conference registration fee) can be made by contacting nfish@iupui.edu. All receipts must be submitted to the School (nfish@iupui.edu) for reimbursement immediately after the travel.

Note: This form must be authorized by the Department Chair before the conference and any funds are spent. No exceptions.

---

Student Name: ____________________________ Program: ____________________________

Conference Name: ________________________________________________________________

Conference Date(s) and Location: ____________________________________________________

Are you an author of a research paper or poster to be presented at the conference?    □ Yes □ No

If yes, what is the title of the research paper or poster?

---

Attachments: copy of the accepted paper; copy of the reviews and notification of acceptance.

Please estimate the expenditure for this trip:

$ ____________ (no more than $500 is available for up to 2 years after enrollment in the program)

---

Signature of the Student requesting support ____________________________ Date ____________

Name and Signature of the faculty most familiar with the student’s work
(research advisor or instructor) ____________________________ Date ____________

Authorization: ________________________________________________________________

Department Chair ____________________________ Date ____________

Submit this signed form to Nancy Barker (nfish@iupui.edu).

---

For business office use only:

Notes: ________________________________________________________________

Account number to be charged: ____________________________

---

\(^1\) [http://www.indiana.edu/~travel/policies/policies.shtml](http://www.indiana.edu/~travel/policies/policies.shtml)