



SCHOOL OF INFORMATICS AND COMPUTING

INDIANA UNIVERSITY
IUPUI

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 apply¹. 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>