# Student Conference Travel Fund Application Form

## Applicant Info
- **Name**
- **Email**
- **Program**
- **Year**

## Work to be presented
- **Title**
- **Author(s)**

## Conference Name
- **Location**
- **Date(s)**
- **Acceptance Rate (if available)**

## Budget
- **Registration fee**
- **Travel**
- **Lodging**
- **Other**
- **Total**

## Total requested from SoA
- **Amount**

## Other funds
(Circle all that apply)
- Advisor
- GSA
- Conference
- Personal
- Other

## Total other funds

## Guidelines
Applicants should note that funds are limited and are assigned based on availability.
- A student is eligible to receive only one Conference Travel Fund Award per academic year.
- A maximum of $450 may be awarded for domestic conferences, and a maximum of $900 may be awarded for international conferences.
- Reimbursements up to the above amounts are conditional upon submission of expense receipts after the student’s return from the conference to Alycia Barney (CFA 201).

## Submission
Send the following application materials to Asst. Head David Koltas at dkoltas@andrew.cmu.edu:
1. Completed Graduate Student Conference Travel Fund Application Form;
2. Evidence of acceptance to the conference, and
3. Copy of submitted paper.
Questions? email Dave at dkoltas@andrew.cmu.edu.

## Additional Funding
Students are expected to obtain additional funds from their advisors and/or research sponsors, and to apply for any fellowships, travel funds or student volunteer opportunities offered by Carnegie Mellon or by the conference organizers.
The Graduate Student Assembly (GSA) offers conference funding. For detailed information on the application and selection process, visit:
[http://www.cmu.edu/graduate/professional-development/conference-funding/](http://www.cmu.edu/graduate/professional-development/conference-funding/)