



## Approval for Informatics Ph.D. Student Conference Travel

Each Ph.D. student admitted Fall 2018 or after\* will be provided with a \$3,000 account for travel during their entire program, of which no more than \$1,500 may be spent during the first two years of their program. This money is to be used for travel, hotel, food, and/or registration fees. Alcohol, beer, entertainment, etc. are not allowed and will not be reimbursed. These funds cannot be used for recreational travel or post-graduation events. Students will not be able to claim unused funds upon completion of the program.

### Steps for Approval for Ph.D. Student Conference Travel

1. Each student will manage the money in the account although approval is required for the expenditures from the account.
2. Complete the Approval for Ph.D. Student Conference Travel form.
3. Obtain your advisor's approval and signature.
4. Bring the completed Approval for Ph.D. Student Conference Travel form to the Informatics Graduate Studies Office to obtain the Director of Graduate Studies approval.
5. Proof of participation (e.g., email invitation to present/speak/complete must be sent to [inforecd@indiana.edu](mailto:inforecd@indiana.edu) before this form can be considered by the Director of Graduate Studies.
6. Take the completed form to the faculty secretary in Informatics West, Room 102 for processing.
7. All receipts must be submitted to the Informatics faculty secretary in Informatics West, Room 102 for reimbursement. Receipts must be dated and show that the amount was paid in full.
8. **Note: This form must be authorized by the Graduate Studies Office on behalf of the Director of Graduate Studies before the conference and before any funds are spend. No exceptions.**

Each Ph.D. student admitted Fall 2017 and prior will be provided with \$2,000 account for travel during their entire program, of which no more than \$1,000 may be spent during the first two years of their program. Students admitted during this time period receive a one-time \$1,000 Technology Award to be used to purchase equipment or other technology-related items.

**Submit all receipts, this signed form, a conference summary, and if appropriate, submitted paper/poster to the Informatics faculty secretary, Informatics West, Room 102.**

*Approval Form for Ph.D. Student Conference Travel*

Student name: \_\_\_\_\_ IUID#: \_\_\_\_\_

Student's email address: \_\_\_\_\_

Were you admitted Fall 2017 or prior? \_\_\_\_\_ (yes or no)

Were you admitted Fall 2018 or after? \_\_\_\_\_ (yes or no)

Travel award amount: \_\_\_\_\_

*Conference information*

Conference Name: \_\_\_\_\_

Conference date(s) and location: \_\_\_\_\_

Are you a paper or poster author? \_\_\_\_\_ (yes or no)

If yes, what is the name of the paper or poster? \_\_\_\_\_

*Estimate expenditure of the trip*

Please estimate the expenditure for this trip

\$\_\_\_\_\_ (Fall 2018 and later admits: no more than \$1,500 can be spent during the first two years of the program; total funding available during the student's program is \$3,000.)

\$\_\_\_\_\_ (Fall 2017 and earlier admits: no more than \$1,000 can be spent during the first two years of the program; total funding during the student's program is \$2,000.)

\$\_\_\_\_\_ Verification of available funds (Jennifer Nicholson)

*Authorization*

Student's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Advisor's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Graduate Studies Office/Director's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Submit all receipts, this signed form, a conference summary, and if appropriate, submitted paper/poster to the Informatics faculty secretary, Informatics West, Room 102.**