

Indiana University Bloomington
School of Library and Information Science
Application for Travel Reimbursement Award
(See Award Guidelines below)

Student Name

Student ID#

Student Email

Full Conference Title (no abbreviations)

Conference Location

Date(s) of Conference

Date(s) of Attendance

Reason for Attending

If presenting a paper, provide title and author(s)

Expenses (actual or anticipated):

Conference fee

Transportation

Lodging

Other Expenses

Total Expenses

Other Funding for Conference **-**

Amount of Request

Previous Travel Reimbursement Award(s): (Year, \$Amount)

After completing this form, please email your chairperson for approval. Please copy Rhonda Spencer (spencerr@indiana.edu). If your chairperson approves, they should respond to you - copying Rhonda Spencer with their approval. Forms will be collected and will be submitted to the Ph.D. Program Director for final review.

[2011]

Application for Travel Reimbursement Award Guidelines

SLIS doctoral students are encouraged to be active participants in professional associations. To support this, SLIS has established Travel Reimbursement Awards. The maximum reimbursement awarded to each student will be \$350 per year. Application deadlines will be announced on the SLIS Ph.D. Listserv. Preference will be given to students who are presenting a paper or poster, participating in a panel, or interviewing for a full-time position.

To request a travel reimbursement, complete the *Application for Travel Reimbursement Award*. Use the full name of the conference (without abbreviations or acronyms). Email your chairperson for approval, and copy Rhonda Spencer (spencerr@indiana.edu). If your chairperson approves, they should respond to you - copying Rhonda Spencer with their approval. Forms will be collected and will be submitted to the Ph.D. Program Director for final review.

Students will be notified by email if they are to receive an award. Once notified, recipients should contact Mary Kennedy (SLIS Office, Room 011) for instructions. There are additional steps (1. formal travel authorization approval - needed to be completed prior to the travel, and 2. submission of receipts - needed prior to 60 days after the travel.) It is recommended that you submit final documents and receipts no later than 45 days after a trip to avoid any processing issues.