

## SOJC Graduate Student Conference Travel Funding Request

**Funding requests must be approved by your advisor and the Director of the Doctoral Program**

*Please be aware that these funds will be paid to your student account as scholarships but should NOT affect your financial aid. A portion of the amount awarded to students who are not U.S. citizens may be withheld by Financial Aid in order to comply with U.S. tax law.*

Full name: \_\_\_\_\_ Today's Date: \_\_\_\_\_

UO ID \_\_\_\_\_ Email \_\_\_\_\_@uoregon.edu

Event \_\_\_\_\_ Location \_\_\_\_\_

Date of Business Trip \_\_\_\_\_ Personal travel included? (if yes, provide dates and include comparison quotes):

Business Purpose: Explain how this trip benefits you as part of your UO education. Please state the full name of the organization sponsoring the event (no acronyms). On how to write a business purpose, see: <https://ba.uoregon.edu/procedure/3247> Purpose.

Role in the event:      Presenter/Panelist      Attendee      Other (explain):

Type of Presentation: \_\_\_\_\_ Title of Presentation \_\_\_\_\_

Previous funding received from SOJC or other sources (amount and purpose):

**Attach any copies of any supporting documentation (including acceptance letter, copy of paper, approved research proposal, abstract, etc.)**

Are you enrolled in summer classes? ☐ Yes ☐ No ☐ NA

### Estimated Travel Expenses

Please provide estimates of travel costs and source of funding. Include all charges that you might incur. **YOU ARE RESPONSIBLE FOR STAYING WITHIN THE APPROVED BUDGET. Payment will only be disbursed up to the dollar amount approved by the Director of the Doctoral Program.**

| Expense                                      | Estimate |
|--|----------|
| Registration                                 |          |
| Airfare                                      |          |
| Fuel   |          |
| Lodging                                      |          |
| Per Diem                                     |          |
| Other: taxi, shuttle, parking, baggage, etc. |          |
| <b>Total</b>                                 |          |

|   |  |        |                 |
|---|--|--------|-----------------|
| ✓ | Funding Source (select all that apply) | Index  | Approved Amount |
|   | Graduate Travel Budget                 | FGGRGF |                 |
|   | Other:                                 |        |                 |
|   | Other:                                 |        |                 |
|   | Other:                                 |        |                 |

By signing this request, I attest that I have read and understood UO's travel and entertainment policy. I understand that all charges I intend to incur are within the scope of this request. I will submit a paid hotel or similar original receipt from the travel destination within 10 days after the date of the travel. **I also agree to inform the SOJC Business office immediately if my travel plans change or are canceled, in which case funding allocations will be reversed.**

\_\_\_\_\_  
Requestor Signature

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Academic Advisor Signature

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Date

SOJC Funding:      Approved for \_\_\_\_\_  
Total Amount

Denied Reason:

\_\_\_\_\_  
Director of the Doctoral Program  
Signature

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Date