

Reimbursement for Graduate Student Conference Expenses

Graduate students in the School of Science and Engineering may request to be reimbursed up to \$300 per school year for expenses related to the presentation of a paper or poster at professional conferences. In order to apply for this reimbursement, students must follow the procedures listed below.

Procedure:

1. Send an email to the Elizabeth Keith (ekeith1@tulane.edu) Senior Program Coordinator School of Science & Engineering Dean's Office, prior to the conference explaining that you will attend and present your paper or poster.

Include: Your name, conference name and date, and the title of your presentation.
2. Notify your department and advisor of your intention to attend the conference and your plan to request a reimbursement.
3. Attend the conference and keep all receipts.
4. Submit the following items to the Graduate Studies Office, located within the Science and Engineering Dean's Office at Suite 201, Lindy Boggs:
 - a. This completed form, including the Tulane Expense Itemization Sheet found here (<http://www.tulane.edu/~admin/tams/pdf/Travel%20Expense%20Itemization%20Sheet.pdf>)
 - b. A copy of the program or other proof that you presented at the conference
 - c. All receipts including travel (airfare, taxi, gas ect.) lodging, food and any conference fees that may apply for registration.

Please **DO NOT** staple, fold or highlight any forms, receipts or proof of participation in conference. To keep papers together you may paperclip them, or place them in a file folder or a 9 inch by 11.5 inch envelope.

You may print in blue or black ink if necessary.

For office use only:

Spring _____

Summer _____

Fall _____

Fiscal Year _____

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Please print legibly or complete the form online and print.

First Name: _____

Last Name: _____

Social Security Number: _____

Country of Citizenship: _____

Department: _____

Advisor(s): _____

Conference Name: _____

Presentation Name: _____

Signature: _____ **Date:** _____

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