Reimbursement for Graduate Student Conference Expenses

Graduate students in the School of Science and Engineering may be reimbursed up to $300 per academic 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 Science and Engineering Graduate Studies Office (segrad@tulane.edu) as soon as you determine that you will attend a conference and present your paper or poster.
   - Include: your name, conference name and date, department, mentor, 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. Some departments may provide matching funds.
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.
   b) The Tulane Expense Itemization Sheet.
   c) A copy of the program or other proof that you presented at the conference
   d) All receipts including travel (airfare, taxi, gas, etc), lodging, food and any conference fees that may apply for registration

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

You may print in black or blue 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: ____________________________

Address: _________________________________________
          _________________________________________
          _________________________________________

Country of Citizenship: ____________________________

Department: _____________________________________

Advisor: _________________________________________

Conference: _____________________________________

Presentation Name: ________________________________
          _________________________________________

Signature: ___________________ Date: ________________

Amount Requested: _____________ SSE Approval: ________