

## Application for Conference Funding

The application for conference funding is intended to help reimburse students **after** presenting at a conference (not prior to attending) and must be relevant to their program of study at the Josef Korbel School of International Studies. The maximum award allocations are: \$750 for domestic conferences and \$1,500 for International conferences. International conferences are paid on a per diem basis. These country specific rates can be found at: [http://aoprals.state.gov/web920/per\\_diem.asp](http://aoprals.state.gov/web920/per_diem.asp). Funding is limited and may not be available to all who apply.

The following must be submitted in addition to this form:

- All applicants must meet with an advisor for approval and have him/her sign off below prior to attending the conference and submitting this form. PhD applicants: meet with Jack Donnelly and Martin Rhodes. MA applicants: meet with Susan Rivera
- Conference Funding Transaction Log with an itemized breakdown of costs incurred  
Please note any exchange rates used if applicable (see Appendix A for an example)
- Original, itemized** receipts of all expenses (taped to a blank sheet of computer paper in the order listed on the transaction log) (see Appendix B for an example)
- Conference letter or invitation
- Brief outline of conference presentation

**If you are attending an international conference, please see Nicole Vilegi, Associate Director of Graduate Admissions at least two weeks prior to the conference to complete additional paperwork.**

Please note the following: Alcoholic purchases will not be reimbursed. In addition, we cannot accept credit card statements as a substitution for original receipts nor can we accept receipts whereby one person pays for something and other conference participants split the bill. Submitted receipts must be in your name with your credit card information. All applicants must be within the time limit of his/her degree program (5 years for MA and 7 years for PhD) to apply for this funding. **Incomplete and/or illegible applications will not be considered.**

### Deadlines

December 1<sup>st</sup>    April 1<sup>st</sup>    June 1<sup>st</sup>

### Personal Information

Name \_\_\_\_\_ Student ID# \_\_\_\_\_

Address \_\_\_\_\_ Email \_\_\_\_\_

### Academic Information

Academic Program – circle one:    MA (please obtain approval from Susan Rivera)    Ph.D. (please obtain signatures from both Degree Directors in the space below)

Program Start Date \_\_\_\_\_ Projected Graduation Date \_\_\_\_\_ Number of Credits Taken at the Josef Korbel School \_\_\_\_\_

Cumulative GPA \_\_\_\_\_ Degree Director(s) Approval: \_\_\_\_\_ Date \_\_\_\_\_

### Conference Information

Dates of Conference \_\_\_\_\_ Location \_\_\_\_\_

Conference Title \_\_\_\_\_

\_\_\_\_\_  
Advisor Signature(s)

**APPENDIX A**  
**CONFERENCE FUNDING TRANSACTION LOG - EXAMPLE**

	Transaction Date	Supplier/Merchant	What was Purchased?	Reason for Purchase	Amount
1	05/29/08	Washington Convention Center	Lunch	Conference meal	7.25
2	05/30/08	Potbelly Sandwich Works	Lunch	Conference meal	4.39
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					
<b>TOTAL</b>					\$11.64

I confirm that these purchases reflect legitimate conference expenditures and that I have not been reimbursed for them by any other means.

*Nicolas Stille*

Student Signature

06.01.2009

Date

**APPENDIX B**  
**ORIGINAL ITEMIZED RECEIPTS - EXAMPLE**

1

Welcome to  
Washington Convention Center  
10:30AM 29-MAY-2008  
\*\* COPY ONLY \*\*

Yogurt	\$2.75
Whole Fruit	\$1.50
Juice	\$3.00

Credit Card #XXXXXXXXXX02029  
Auth # XXXX XXXXXXXH  
Expire # 0222233239660352  
Subtotal \$7.25

CreditCard \$7.25  
Change \$0.00

terminal 32398 rec #06243  
Server 02969 Concession Bagel Bin  
Receipt 32398 06243  
Merchant 323135416596

Sign \_\_\_\_\_  
I agree to pay according to \_\_\_\_\_

Please note:  
Submissions must include  
all original and itemized  
receipts

2

Potbelly Sandwich Works  
A First Class Dive  
Ronald Reagan Nat'l Arpt.

Host: Josh  
Order65 05/30/2008 3:52 PM 10560

Veg Soup Bowl	3.99
Sub Total	3.99
Tax	0.40
Dine in Total	4.39

Visa #XXXXXXXXXXXX02029  
Auth:020771 4.39

### CONFERENCE FUNDING TRANSACTION LOG

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1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					
<b>TOTAL</b>					

I confirm that these purchases reflect legitimate conference expenditures and that I have not been reimbursed for them by any other means.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

### CONFERENCE FUNDING TRANSACTION LOG

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14					
15					
<b>TOTAL</b>					

I confirm that these purchases reflect legitimate conference expenditures and that I have not been reimbursed for them by any other means.

\_\_\_\_\_  
**Student Signature**

\_\_\_\_\_  
**Date**

