LRF PhD students can request up to $500 in travel funds to present at a conference per year, requests must be made at least four weeks in advance of the conference. LRF PhD students can also request up to $250 for dissertation research funds (i.e. dataset purchase, non-monetary/gift card survey incentives, travel to site, transcription costs) upon a successful proposal hearing. Funds are available on a first come, first serve basis (once they are exhausted, students will be notified via email). Funds are reset each fall semester.

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Amount of Request: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**For Travel Funds**, please describe how the funds will be used (include conference name and location, and all related-costs—registration fee, airfare, mileage, lodging, etc.)

**For Dissertation Research Funds**, please describe how the funds will be used (include dissertation proposal hearing date, purpose of purchase(s), and all related-costs—amount, payee information, etc.)

If awarded funds, I accept the following conditions:

1. It is my responsibility to submit receipts for reimbursement to the Department Chair within a week of my return from the conference or within a week of a successful dissertation defense.

2. If my plans change and I do not attend the conference or need the dissertation research funds, I will inform the Department Chair immediately so that the funds can be used to support other students.

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Signature Date