Illinois State University
Research Symposia Application for Presentation Expense Reimbursement
Application Deadline: Within 30 Days of Travel
PLEASE ATTACH COPIES OF ALL TRAVEL RECEIPTS

NAME: _____ PHONE: _____

PERMANENT ADDRESS: _____

CITY _____ STATE _____ ZIP _____ E-MAIL _____

DEPARTMENT/SCHOOL: _____ UID: _____

SYMPOSIUM MENTOR (please print): _____

I **presented** at the (check one) ____ Graduate Symposium **OR** ____Undergraduate Symposium in the year_____

The title of my presentation: _____

The paper/project described above was accepted at the following professional conference or event:

Name of Conference or Event _____

State _____ Regional _____ National _____

Location of Presentation _____

Date(s) of Conference/Event_____ Date(s) of Presentation _____

_____ _____

Student Signature Date Symposium Mentor Signature Date

STUDENT'S EXPENSES TOTAL →	$
MATCHING SUPPORT FROM	RECEIVED
College	$
Department	$
TOTAL	$

*Attach Receipts

I verify that this student applied for matching funds from department/school/college and has received $_____ in funding.

Department Chair/School Director_____Date _____

- Students must be enrolled in a degree program, or within one year post-graduation, at the time the travel occurs.
- Applications may only be filed after the ISU Research Symposium and the conference/event have both taken place.
- All travel receipts must be included with this form for presentation expense reimbursement to be considered.
- Applications must be submitted to the Graduate School within 30 days of the travel. (Later submissions will be subject to IRS regulations which require reimbursements be reported as taxable income.)
- Maximum support is $125 for actual reimbursable expenses and is dependent on matching support from department/school and availability of funds.

Submit to: Illinois State University Graduate School, Campus Box 4040, Normal, IL 61790-4040 **OR** bring forms to Hovey 309. Please address all questions to symposium@ilstu.edu or contact Graduate School at (309) 438-2583.
4/08