



Graduate Student Conference Travel Fund Application

Limited grants are available from the Dean of the Faculty of Arts and Sciences and the Graduate School to support graduate student travel to conferences and research expenses. The maximum amount available is \$500.

In filling out the conference travel fund application, please include documentation of acceptance for the conference, along with an abstract of the presentation. The application must be submitted prior to the conference. If awarded, this grant will be used to reimburse travel after it has occurred. Applicants should be aware that reimbursements for travel must follow university policies and procedures; please contact Ms. Louise Waters, FAS-Accounting Assistant, at 856-225-6096 or louisew@camden.rutgers.edu if you have any questions regarding the reimbursement process. Contact Ms. Julie Strasser Roncinske, the program coordinator for the Graduate School, with questions regarding the application process (856-225-6149 or jstrasse@camden.rutgers.edu).

These grants are made possible through funds donated to the Arts and Sciences Academic Excellence Funds. Students may be asked to present their research or meet with donors on selected occasions.

Return the completed application to:

Dr. Howard Marchitello
Associate Dean of the Graduate School
Rutgers University-Camden
Faculty of Arts and Sciences-Office of the Dean
Armitage Hall Room 377
311 N. 5th Street
Camden, NJ 08102-1405

Conference Travel Fund Signature Page

I understand the guidelines for using the grant money for expenses associated with my travel and agree to abide by them.

If I have any questions about spending or reimbursement associated with the grant, I will contact Ms. Louise Waters in the FAS-Office of the Dean (856-225-6096 or louisew@camden.rutgers.edu). I understand that I should speak with her in advance about costs that will need to be reimbursed, so that I can follow the correct procedures and provide appropriate documentation. Other questions about the grant can be directed to Associate Dean Howard Marchitello or Ms. Julie Strasser Roncinske, the program coordinator for the Graduate School (856-225-6149 or jstrasse@camden.rutgers.edu).

Name: _____

Signature: _____

Date: _____

Conference Travel Fund Application

Date: _____

Name: _____ Student ID: _____

Mailing Address: _____

Telephone: _____ Email: _____

Graduate Program: _____

Conference to be Attended: _____

Date(s) and Location of Conference: _____

Title of Paper/Presentation: _____

Anticipated Budget (not to exceed \$500): _____

Registration Fee: _____

Transportation: _____

Lodging: _____

Food: _____

Faculty member under whose guidance you conducted the research:

Name: _____ Department: _____

Signature: _____ Email: _____

Recommendation of Graduate Program Director:

Name: _____ Department: _____

Signature: _____ Email: _____

Approval by the Associate Dean of the Graduate School:

Signature: _____ Date: _____

**Please remember to attach documentation of your acceptance for the conference
and an abstract of your presentation!**