**Goergen Institute for Data Science Student Conference Travel Application** (rev Aug 2018)

**Level of support:**

[ ]  The Institute shall provide UP TO $1000 towards expenses related to registration, transportation, housing for students who have an accepted oral presentation or poster at the conference.

[ ]  The Institute shall provide UP TO $500 towards expenses related to registration, transportation, housing for students who are seeking funds for attendance without any poster or oral presentation.

**Application Requirements:**

Submit 5 weeks prior to travel to email address gids-info@rochester.edu

Please fill in the points below and/or attach supporting documents for the remaining items.

**Name of applicant:** Click or tap here to enter text.

**Email:** Click or tap here to enter text.

**Phone number:** Click or tap here to enter text.

**Address, City, State, Zip for Reimbursement:** Click or tap here to enter text.

**Name of event:** Click or tap here to enter text.

**Dates of Event:** Click or tap here to enter text.

**Location of event:** Click or tap here to enter text.

**Are you presenting?** [ ] Yes or [ ] No

If yes, please attach a letter of support from research advisor/faculty [ ] SEE ATTATCHMENT

* **Motivation to attend the conference/event**: Click or tap here to enter text.
* **Itemized list of expected costs:**

Registration Fee: Click or tap here to enter text.

Transportation (airfare, mileage and/or taxi): Click or tap here to enter text.

Accomodations: Click or tap here to enter text.

Meals: Click or tap here to enter text.

Misc (tolls, parking, luggage fees, poster printing, etc.): Click or tap here to enter text.

**TOTAL EXPECTED COST (total all the above):** Click or tap here to enter text.

* **Describe how this would improve your education experience:** Click or tap here to enter text.
* **Academic history (degree audit, unofficial transcript):** [ ] SEE ATTATCHMENT

**Assignment:**

* Due 1 week upon conference return.
* Receipts should be dropped off in hard copy to the office of Sylvia Tiballi in Wegmans Hall 1207, sent in campus mail to Box 270125 addressed to Sylvia Tiballi, or emailed to Sylvia Tiballi at sylvia.francisco@rochester.edu.
* Trip report should be emailed to gids-info@rochester.edu.

At the end of the conference, submit a trip report detailing how the conference benefitted you. Include photos (selfies!) taken during the conference, agendas, brochures, and the like received during the conference.

Reimbursement for expenses should be completed on a student expense report (F-34) and requires the original receipt of the expense. Meal receipts must have detail of items and alcohol will not be reimbursed. For mileage reimbursement on a personal car, please attach Mapquest directions. For more about the universities policies for travel reimbursement, please refer to: <http://www.rochester.edu/adminfinance/finance/travel.html#reimbursables>

For club travel, make reimbursement arrangements with Sylvia Tiballi, Administrative Assistant, 1207 Wegmans Hall, sylvia.francisco@rochester.edu.