**Goergen Institute for Data Science Student Conference Travel Application**

**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](mailto:gids-info@rochester.edu)

Please fill in the points below (**\*** items are required) and/or attach supporting documents for the remaining items.

* Name and address of applicant**\***
* Name of event, date, location**\***
* Are you presenting? **Yes or No\***
* Motivation to attend the conference/event:
* Itemized list of expected costs (registration fees, transportation and accommodation fees):
* Describe how this would improve your education experience:
* Academic history (degree audit, unofficial transcript):
* Letter of support from research advisor/faculty (if applicable):

**Assignment:**

Due 1 weeks upon return in hard copy to Box 270125 to email address [gids-info@rochester.edu](mailto: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 requires the original receipt of the expense. For club travel, make reimbursement arrangements with Diane Evans, Data Science Administrator, 1207 Wegmans Hall.