

## Sociology Departmental Funding Request for Conference Travel

### Guidelines:

- Submit the Sociology Departmental Funding Request for Conference Travel form by:
    - o **October 15** for Fall travel (between July 1 and December 31)
    - o **March 1** for Spring travel (Between January 1 and June 30)
    - o **May 15** for ASA travel
  
  - Additional funding source must be final approved prior to submission of this form (please provide details in Additional Funding Source section below)
  - Email of acceptance or conference program is required. Please include documentation when submitting this form.
  - If you are traveling internationally, OVPIA requires the international travel form "Assumption of Risk and Release from Liability for Individual IU Graduate Student International Travel" to be completed and submitted to [OVPIA@iu.edu](mailto:OVPIA@iu.edu) prior to your trip. Please copy [socgrad@indiana.edu](mailto:socgrad@indiana.edu) on the email. Here is the link: <https://global.iu.edu/doc/ovpia-grad-student-intl-travel-acknowledgement-form.pdf>.
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Traveler Name:

IU email address:

IUID #:

Name and location of Conference (no abbreviations or acronyms):

Date of departure:

Date of return:

Actual conference dates:

Conference scope (regional, national, or international):

Title of Paper/Workshop/Presentation:

Type of contribution (paper/poster/presentation/panel/other):

Has contribution been accepted? (if accepted, provide email of acceptance or conference program):

Co-Presenters:

### Purpose of Travel

How does your contribution (paper/poster/presentation/panel/other) benefit the department and IU? Please explain in 100 words or less (for example: Student presentation at this regional/national conference promotes the Department of Sociology and Indiana University):

### Additional Funding Source

Name of department/unit or faculty member (if applicable):

Dollar Amount funded:

**ESTIMATED TRAVEL EXPENSES**

**Registration**

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Type	Estimated Cost
Membership	\$
Registration	\$

**Means of Travel**

*(Check all that apply)*

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<input checked="" type="checkbox"/> Type	Estimated Cost
<input type="checkbox"/> Air	\$
<input type="checkbox"/> Personal Car (i.e., mileage)	\$
<input type="checkbox"/> Bus	\$
<input type="checkbox"/> Shuttle	\$
<input type="checkbox"/> Other (please specify in Notes section below)	\$

\*Please note that car rental and per diem should not be included

**Lodging** (if sharing, please list other occupants in Notes section below)

*(Check all that apply)*

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<input checked="" type="checkbox"/> Type	Estimated Cost
<input type="checkbox"/> Hotel/Motel	\$
<input type="checkbox"/> Airbnb	\$
<input type="checkbox"/> No cost (staying with family or colleague)	
<input type="checkbox"/> Other (please specify in Notes section below)	

Personal time included?  Yes  No

If yes, start and end dates of personal time:

If this trip is International, please provide personal cell phone number and emergency contact information:

**Notes:**

**Internal Use**

Funding approved:

\$ amount:

DGS Signature: