

IEMS PhD Student Conference Attendance Approval

If you are an IEMS PhD student and wish to travel to an IEMS recognized conference during your PhD career in the department you are allowed to utilize your **IEMS PhD Travel Fund**. These funds are to be used after your TGS grants have been exhausted or used in lieu of your TGS travel grant if you are not presenting at a conference. All funding is given out at the department's discretion.

To begin, complete this form in its entirety and return to the Graduate Coordinator.

Conference Name: _____

Conference Location: _____

Conference Date: _____

Why are you going to the conference? _____

Breakdown of Funds:

Airfare	\$
Hotel	\$
Conference Registration Fee	\$
Estimate of Food Costs	\$
Ground Transportation (Taxi, Uber, Rail, etc)	\$
Other	\$
Total:	\$

Student Name:	Student Signature:
Student ID:	Request Date:

Advisor Name:	Advisor Signature:

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Graduate Coordinator Signature:	Date Submitted to Graduate Coordinator:

Financial Coordinator Signature:

Date Approved:	
Approved Amount:	