Approval for Master's Degree Student Conference Travel

Each master's degree student will be eligible for funding for <u>one trip per academic career</u>.

- **MS HCI Fall 2018 Admits:** Up to $800 for domestic travel or $1,000 for international travel to attend and actively participate in an Informatics-related conference.
- **MS INFO Fall 2018 and 2019 Admits:** Up to $800 for domestic travel or $1,000 for international travel to attend and actively participate in an Informatics-related conference.
- **MS HCI Fall 2019 Admits:** $600 to attend the domestic IxDA Conference

The faculty secretary will verify fund availability upon receipt of this form. The School will fund travel, hotel, food, and/or registration fees. Items such as entertainment and alcohol are not allowed. The student is expected to pay the difference, if any, between funds provided and their actual travel costs.

Note: This form must be authorized by the Graduate Studies Office on behalf of the Director of Graduate Studies <u>before</u> the conference and <u>before</u> any funds are spent. No exceptions.

Student's Name: _____ IUID#: _____

Student's Email Address:_____

Program (INFO or HCI): _____ Admit Term: _____

Conference Name: _____

Conference Date(s) and Location: _____

How are you actively participating in the event? (check all that apply)

_____ paper presentation _____ design competition _____volunteer _____ poster _____panel speaker
other, as described:_____

Proof of participation (e.g., email invitation to present/speak/compete) must be sent to inforecd@indiana.edu before this form will be considered by the Director of Graduate Studies.

Please provide a brief cost breakdown of expenses:

$_____ travel $_____ hotel

$_____ registration fees $_____ food

Total Requested: _____

Authorization

Student's Signature: _____ Date: _____

Advisor's Signature: _____ Date: _____

Graduate Studies Office/Director's Signature: _____ Date: _____

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