

## Faculty Conference Travel Application

This form shall be used to request partial support of a faculty member's expenses to present research or creative activities at regional, state, national, and international conferences or professional meetings. This form must be completed and submitted at least 30 days prior to the event. The applicant must be a faculty member of SIUC at the time of the request and at the time of the meeting/presentation/event. Funding is awarded on a first-come, first served basis. Presentation at the event is required for the Office of the Vice Chancellor for Research (OVCR) funding (up to \$750 per faculty member, per event). A faculty member may receive only one award per academic year. For complete eligibility rules, visit <https://vcresearch.siu.edu/research-funding/index.php>



### Personal Information

Name: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

School: \_\_\_\_\_

Have you received a conference travel grant from the OVCR in the current academic year? YES NO

Are you at least in your fourth year at SIUC? YES NO

### Event Information

Title of Conference/Professional Event \_\_\_\_\_

Sponsoring Society/Agency: \_\_\_\_\_ Location: \_\_\_\_\_

Event Dates: \_\_\_\_\_ to \_\_\_\_\_

Title and Description of Presentation: \_\_\_\_\_

Mode of attendance:      In Person                  Remote

### Estimated Costs

| TRANSPORTATION              | Estimated Cost | LODGING       | Estimated Cost | MISCELLANEOUS      | Estimated Cost |
|-----------------------------|----------------|---------------|----------------|--------------------|----------------|
| Mileage                     |                | Hotel         |                | Parking            |                |
| Airfare                     |                | Hotel Parking |                | Vehicle Rental     |                |
| Shuttle                     |                | Valet Parking |                | Gas for Rental Car |                |
| Uber/Taxi/Lyft              |                | Per Diem      |                | Baggage Fees       |                |
| Amtrak / Train              |                |               |                | Registration Fee   |                |
| <b>Total Estimated Cost</b> |                |               |                |                    |                |

Travel Regulations, Policies and helpful links can be found at the following web address <https://as.siu.edu/travel/>

Per Diem rates can be found at the following web address  
<https://as.siu.edu/common/documents/travel/reimbursement.pdf>

Please submit this completed form along with the event correspondence that shows you were invited/accepted to present. Submit via email to [jackiel@siu.edu](mailto:jackiel@siu.edu) at least 30 days prior to the event.