

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 SIU 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 \$500 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>

SIU

Personal Information

Name: _____

E-mail Address: _____

School: _____

Have you received a conference travel grant from the OVCR in the current fiscal year? YES NO
Are you at least in your fourth year at SIU? 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	
Total Estimated Cost					

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 at least 30 days prior to the event.

Revised December 2022