The Department of Curriculum and Instruction will provide limited travel assistance to graduate students who have authored or co-authored an accepted paper that will be presented at a national or international conference. In order to be eligible to apply, you must be currently enrolled in a graduate program in the Department of Curriculum and Instruction. The typical award could be between $100 and $200, depending upon the number of applicants. Please complete the application information below and return it to Gina Haines in the C&I Main Office, BRNG 4108 (or electronically to hainesg@purdue.edu), no later than September 04, 2015. A copy of the conference acceptance letter must be attached to this form.

The following must be completed at least one month prior to travel

1. Upon receipt of a letter informing you of your award, submit a Travel Request through the Concur Travel System if you are employed by the University. If you are NOT employed by the University, submit a Payee Certification Form, complete with a signature from Dr. VanFossen, before submitting to the COE Business Office, Beering 6114.

2. After returning from travel, submit an Expense Report through the Concur Travel System if you are employed by the University. If you are NOT employed by the University, submit a Direct Invoice Voucher Form 56 for reimbursement. The reimbursement form must have original receipts attached and be signed by Dr. VanFossen before submitting the form and attachments to the COE Business Office, Beering 6114.

Concur Travel System: http://www.purdue.edu/business/travel/ (silver bar at top of page)
Concur Travel System Training: https://www.eventreg.purdue.edu/training/CourseListing.asp?master_id=3869&course_area=BSTC&course_number=224&course_subtitle=ILT

Application Information:

Name: __________________________ Application Date: __________________________
Department: ______________________ Advisor: _________________________________
Conference: ______________________
Location: ________________________ Dates: _________________________________
Presenting: __________ Co-Presenting: __________ Attending: __________

Please provide any additional sources of funding: (provide information below even if not yet approved)

Dept: __________ Date Requested __________ Amount $________ Approved __________
Dept: __________ Date Requested __________ Amount $________ Approved __________
Dept: __________ Date Requested __________ Amount $________ Approved __________