



Please submit the following information for approval prior to travel.

CONFERENCE TRAVEL GRANT APPLICATION		
To: Tammy Cox, Associate Dean		
Student Information		
Name:	PID:	Date:
Degree: <input type="checkbox"/> BSIS <input type="checkbox"/> MSIS <input type="checkbox"/> MSLS <input type="checkbox"/> PhD	E-mail:	
Address:		

SILS students who are presenting their work at a professional/research conference may apply for up to \$200 for expenses associated with travel to that conference. Reimbursement after the meeting will be made based on submission of actual receipts. In some cases, registration fee reimbursement may be requested in advance of the conference.

Brief description of the presentation including travel dates and locale:

Include link to website or attach other documentation that shows you are listed as a presenter.

Do you have another funding source available for this travel?  YES  NO  
If yes please explain?

TOTAL AMOUNT REQUESTED:	\$
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\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Ronald Bergquist, Associate Dean

\_\_\_\_\_  
Tammy Cox, Associate Dean

SILS STUDENT  
CONFERENCE OR PROFESSIONAL ACTIVITY  
TRAVEL REQUEST

Please submit the following information to the Associate Dean of Administration for approval prior to travel.

Name: \_\_\_\_\_ Date submitted: \_\_\_\_\_

Email: \_\_\_\_\_ PID \_\_\_\_\_

Conference or professional activity \_\_\_\_\_

Location: \_\_\_\_\_

Date from: \_\_\_\_\_ through \_\_\_\_\_

Purpose of leave (check as many as apply)

- To enhance the visibility of a department or program to its peers and/or future or current customers
- To exchange information and Knowledge relevant to improving the services of this department
- To enhance skills relevant to improving volunteer services that are used to support a department or program
- To provide for other activities in support of this department or program.

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**INTERNATIONAL TRAVEL**

If you are traveling internationally, please be sure to register with the UNC Global Travel Registry. ([globaltravel.unc.edu](http://globaltravel.unc.edu))  
For insurance reasons please complete the following items if you are traveling internationally. SILS staff will complete the necessary paperwork for insurance. (There is a required fee associated with this insurance.)

Date of Birth: \_\_\_\_\_ Country of Citizenship: \_\_\_\_\_

Home Address: \_\_\_\_\_

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If travel support is required, please provide an estimate of expenses. Be sure to include transportation, registration fees, meals, room and any other expenses.

**TOTAL ESTIMATED EXPENSES:** \_\_\_\_\_

Travel will be funded by:

- Carnegie Grant (please complete an application)
- Conference Travel funds (please complete an application)
- Grant Funds (specify grant) \_\_\_\_\_

**Traveler's Signature** \_\_\_\_\_

<b>PI signature approval:</b>	
<b>Reimbursement cap if any?</b>	<b>Full chartfield string:</b>

FOR OFFICE USE ONLY:	
Tammy Cox, Associate Dean of Administration	
Insurance:	T/C: