

# Department of Criminology and Criminal Justice

**Professional Development Conference/Travel Request Form (Return to Graduate Coordinator)**

## Section 1

Name Select: Graduate/Undergraduate

Telephone\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Email\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. **Conference Information:**
	1. Name of Conference
	2. Date(s)
	3. Location
	4. Institution/Organization Sponsoring Conference **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**
	5. Are you presenting at the conference?

***If yes, please complete the presentation information section on page 2***

* 1. Type of presentation *(Examples: General Session, Pre-Conference Presentation, Roundtable, Poster Session)*
1. **Additional Funding:** Have you applied for additional funding: (Y/N)
	1. Do you know how much you have received yet, if so how much?
	2. If yes, please list sources:
	3. If you do not know, you still may return the form, but provide the information to the graduate coordinator as an attachment at a later date.



# Department of Criminology and Criminal Justice

## Section 2

1. **Budget for Conference/Travel:**
	1. Transportation (specify: flight/ground/other) $
	2. Registration $
	3. Lodging $
	4. Other Cost (please explain) $ Will you be sharing a room and/or travel expenses with another student or colleague?

If so, who?

**Presentation Information:**

**Title and description of presentation (please include abstract and proposed learning outcomes; you may add this information as an attachment):**

Requestor \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Supervisor \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Approval Date