

# Department of Criminology and Criminal Justice

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

## Section 1

Name Select: Graduate/Undergraduate

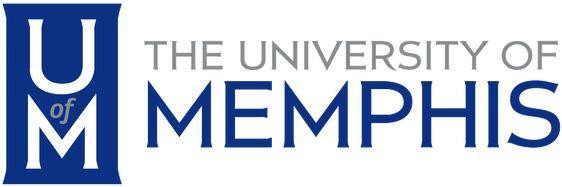
Telephone\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Email\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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.



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## 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