

## Sociology Graduate Student Conference Travel Award\* Request Form/Guidelines

1. You must present a paper at a conference in order to qualify for this travel award.
2. Fill out the travel request form below and return along with completed W-9 form to Sue Ann Sciandra no later than two weeks prior to your travel.
3. Once you return from the conference, you will need to provide Sue Ann verification that you attended the conference and copies from the conference program (cover page and page with your name and presentation listed). See next page for documentation examples.

### Sociology Graduate Student Travel Award Request Form

Student Name: \_\_\_\_\_

Conference Name: \_\_\_\_\_

Conference Date: \_\_\_\_\_

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

Are you also applying for GSA support? Yes No

Below please indicate the total estimate cost for this conference. This year's departmental travel award limit is \$200.00 and can be applied toward the total cost of your conference travel.

Estimated  
Total Cost

\_\_\_\_\_

\_\_\_\_\_

Student Signature

Date

*Return completed form to Sue Ann Sciandra no later than two weeks prior to travel.  
Funding is contingent upon availability of funds. Sue Ann will notify student regarding  
funding decision prior to conference.*

\* Please note International Students should use the Travel Reimbursement form.

## Guidelines for Receiving Award

In order to receive this award, you must provide the department with **verification you attended the conference and copies from the conference program (cover and page you are listed) showing your participation.** Awards are only available to students with US Citizenship. International Students can apply for travel funding by submitting our Travel Reimbursement form.

The following are examples of reimbursement documents you need to turn in to get reimbursed:

- Airline boarding passes;
- Itemized lodging bill with your name listed– verify to make sure it shows a zero balance;  
Original receipts for food, tolls, etc.

Note that if you are requesting GSA support, they will need a letter from the department indicating the amount awarded. It is important to coordinate with GSA so as not to delay your department award or GSA reimbursement.

If you have any questions regarding this form, please feel free to contact Sue Ann Sciandra at [sas15@buffalo.edu](mailto:sas15@buffalo.edu) or in 434 Park.