



Student Academic Conference Form

St. Olaf will assist students who would like to attend an academic conference or present a paper or poster at a conference. Students may receive individually up to \$500 to cover the cost of travel, hotel, conference registration, and meal charges. In order for your request to be considered, fill out the form below and obtain the required signatures. The Associate Dean will file the request in the Office of the Provost and Dean of the College.

Name: _____

Email address: _____

Faculty Advisor for the project (where applicable): _____

Conference name: _____

Dates: _____

Conference location: _____

Title of paper/poster: _____

Describe your project, etc. in a brief paragraph:

Explain briefly a specific initiative you will undertake upon your return to contribute to the St. Olaf community:

Estimated Budget

Registration fee: _____

Transportation (if driving, reimbursement is for gas only): _____

Lodging: _____

Meals: _____

Other: _____

Total: _____

Do you have other possible sources for funding? Please itemize and describe your attempts to secure funding.

Signatures:

Faculty advisor: _____ Date: _____

Department chair: _____ Date: _____

Amount of Support (if any):

Associate Dean: _____ Date: _____

(specify amount recommended):

N.B.

- All proposals are due at least one month prior to conference date
- KEEP ALL RECEIPTS of your expenditures and turn them into the Dean of the College's Office (attention: Suzie Wegner) upon your return