



Authorization for Student Travel Scholarship
for Conference Presentations/Workshops

Section I – Student Information

Date of Request _____

Student Full Name _____ Social Security # _____

Student Home Address _____

Name of Conference _____

Location of Conference _____

Date of Conference _____

Purpose of Attendance and Role of Participant _____

PLEASE ATTACH DOCUMENTATION (i.e. COPY OF CONFERENCE PROGRAM/BROCHURE)

Section II – Faculty Recommendation

I support awarding a travel scholarship to this student for the work described at this conference.

Faculty Name _____

Department _____ Date _____

Section III – Authorization by Trumbull Campus Dean

Approved Disapproved

Signature _____ Date _____

Distribution: original-Business Services, copy-student
(an expense reimbursement form must be completed immediately following travel)