

Friends of UIUC Department of Communication  
Graduate Student Conference Travel Support Program

This program provides support for Communication graduate students who travel to professional conferences to present papers they have written. All students who qualify receive awards. All awards are \$300. Applications are accepted at any time during the year. To apply, fill out the attached form and submit it to Amy Holland. The funds available for this program are limited, so some restrictions on eligibility are necessary; these are described below:

1. An applicant must be a graduate student in Communication, currently registered and in residence, who will be *presenting at a professional meeting or conference a paper that he or she has written*.
2. A student may receive a maximum of two travel awards in any academic year. (An academic year begins on August 16 and ends on August 15 of the next calendar year.) The limit of two applies both to full awards that go to a single individual and to awards that are shared under co-presenter arrangements described below.
3. In a given academic year, students may receive travel awards only for papers presented at conferences that take place during that academic year.
4. Each travel award must be used to attend and present a paper at a different meeting; that is, one may not receive two awards to attend the same meeting, even if one is presenting two or more papers at that meeting.
5. In the case of papers co-authored by two or more graduate students, the award will be made to the student who is presenting the paper. If two or more student authors will present the paper jointly, the award will be divided equally among the presenters.
6. In the case of papers co-authored with faculty members, the student may apply for support only if the student will be presenting or co-presenting the paper. If multiple student co-authors will be presenting the paper jointly, the award will be divided equally among the student presenters.
7. The attached application form must be filled out completely and accompanied by evidence that the paper has been accepted for presentation (typically a letter of acceptance from the program chair).

It is expected that, in most cases, students will apply for support in advance of travel to the conference. If students apply at least two weeks in advance, every effort will be made to provide the funds before they leave for the conference. Retroactive applications for support will also be accepted so long as the conference took place in the same academic year as that in which the application is submitted.

Students who receive awards must submit receipts for legitimate travel expenses equal to the amount of the award to Amy Holland promptly on their return from the conference. Legitimate travel expenses include hotel bills (not including incidental charges for telephone calls, mini-bars, in-room movies, and the like), meals, conference registration fees, airline tickets, train tickets, taxi service, and mileage charges at 50.5 cents per mile for persons who drive their own cars to conferences and submit gas receipts. If a student's legitimate travel expenses total less than \$300, the student must refund the unused portion of the award. No further Friends awards will be considered for students who fail to turn in receipts for travel expenses.

Awards are not transferable; only the applicant to whom they were awarded may spend the funds. A student who receives an award but does not attend the conference, as for reasons of illness, must refund the award.

This program is unrelated to the Graduate College student conference travel grants. Therefore, one might apply for and receive both a Friends Award and a Graduate College Grant for the same conference.

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of Communication

**Conference Travel Support Application**

Name: \_\_\_\_\_ Date of application: \_\_\_\_\_

Title of paper to be presented: \_\_\_\_\_

Name of conference: \_\_\_\_\_

Location of conference: \_\_\_\_\_ Dates of conference: \_\_\_\_\_

Who will present this paper at the conference? \_\_\_\_\_

List all other conferences during this academic year (an academic year begins on August 16 and ends on August 15 of the next calendar year) for which you have received travel awards (either full or partial awards as a co-presenter) from the Friends program:

**Attach to this form evidence that the paper has been accepted for presentation. If possible, provide both the letter of acceptance from the conference program chair AND a copy of the conference program, listing your presentation (one or the other is OK, both are preferred).**

Please note: You must submit receipts for legitimate travel expenses equal to the amount of the award promptly upon your return from the conference (that is, within one week after you return to the campus).

**Return this form to Amy Holland, (Mailbox: Rm. 103, 1207 Oregon)**