

**GRADUATE STUDENT SCIENTIFIC MEETING FUND  
DEPARTMENT OF BIOLOGICAL SCIENCES**

**Please read carefully**

- Complete this form to apply for funds from the Graduate Student Scientific Meeting Fund. The Department will grant you \$300.00 a year after you have [Advanced to Candidacy](#).
- Please remember this is only once a year.
- Once the Graduate Program Director approves the funds, please give a copy to [Kristen Markus](#).
- You will need to complete the “Travel Information Form” and attach a copy of this signed document.
- When you return from your meeting and want to be reimbursed, you will need to complete the “Request for Reimbursement Form”. You will need original copies of your expenses and a completed “Request for Reimbursement Form”. All of this should be turned in to Kristen Markus.
- If you have any questions, please ask Kristen.

Name of Graduate Student \_\_\_\_\_

Name of Meeting: \_\_\_\_\_

Date of Meeting: \_\_\_\_\_

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

Title of Poster/Abstract  
To be presented: \_\_\_\_\_

\_\_\_\_\_

Funds previously used this year: \_\_\_\_\_

I have attached a copy of my application for the Graduate Student Association Travel Fund.

\_\_\_\_\_  
Approved

Dr. Stephen Miller  
Graduate Program Director  
Biological Sciences

Cc: Kristen Markus