

**DEPARTMENT OF BOTANY, GRADUATE STUDENT ENRICHMENT FUNDS
REQUEST FOR FINANCIAL SUPPORT TO PRESENT PAPER OR POSTER**

Student's Name _____ Date _____

Name of Society or Organization _____

Location of meeting _____

Dates _____

Title of Paper or Poster (circle one) _____

Co-authors(s): _____

Estimated expenses:

Travel _____

Registration _____

Housing _____

Meals _____

TOTAL _____

Available funds:

External grants _____

Funds available from major professor _____

Advisor's Signature _____

Funds available from Department _____

TOTAL _____

1. Submit this form to the Chair of Botany at least **30 days** in advance. Attach a copy of the abstract for the paper or poster. Typical allowance for a national meeting is \$400 to present.
2. The Graduate School accepts applications three times a year: October 1, March 1, and June 1. This form can be found at: <http://www.cas.muohio.edu/botany/forms/documents/TRAVEL%20REQUEST1.PDF> and will also be used to distribute travel funds available from Graduate School Association. Make sure you apply for and receive these funds before purchasing your airline ticket. You cannot assume these are automatic.
3. You may also be eligible for travel funds from various professional societies (ASPB, BSA).