

USC College of Social Work
Doctoral Program – Student Request for Financial Expense -- Authorization

Students may request support for travel to professional conferences and certain essential dissertation expenses. Students must use student rates (e.g. reduced rate in exchange for volunteer service at a conference or reduced student lodging). Funds must be approved in advance of expenditure.

Approval will depend upon adequate justification and availability of funds. ***Please include a brief justification along with this form, describing how the requested expense is important to your learning and career goals.*** The student should apply first to the faculty mentor. Then send this form and accompanying justification to the Director of the Doctoral Program.

Regular COSW travel authorization and travel reimbursement forms must be completed in addition to this form.

Date of request: _____

Name: _____ VIP ID: _____

Funds are requested for this purpose (if travel, indicate name of conference, location):

What other sources of support (e.g. conference scholarships) have you tried?

Dates: From: _____ to : _____

Item	Description	Cost
TRAVEL		
Transportation		
Lodging		
Subsistence		
Registration		
RESEARCH EXPENSES		
Participant incentives		
Transcription		
Total Cost:		

Attach:

If you are presenting a paper, poster, or have a role at the conference, attach copy of acceptance letter. If driving, map indicating mileage; if flying, documentation of airline cost. Document registration cost. Add other relevant documentation.

Approvals:

	Signature	Amount approved	Date
Faculty mentor		Faculty mentor grant or fund: \$	
PhD Program Director		PhD Program Fund: \$	
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TOTAL ALL FUNDS		\$	