

**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		
<b>Total Cost:</b>		

**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		\$	