



Iota Mu Chapter

Conference/Activity Travel Request Form

Use this form for all funding requests for travel to Sigma conferences and other scholarly activities. The completed form, along with conference brochures, meeting agendas, etc. should be submitted to the Iota Mu Chapter secretary no later than published deadline (generally 30 days before early registration ends).

Name: _____ Date: _____

Address: _____

Email: _____ Phone(s): _____

Name of conference/activity: _____ Date: _____

Location of conference/activity: _____

Your role at conference/activity (circle): Attendee Presenter Committee member Other

Briefly explain the nature of your participation in this conference/activity:

Identify plan for disseminating learned information and/or describe how attendance will enhance leadership role:

Itemize the costs for which you are requesting funding:

Registration: _____ Lodging: _____ Meals: _____ Transportation: _____

Are you applying for other funding (specify): _____

Have you received previous funding from Iota Mu? If yes, when? _____

Please list authorship position on presentation (1st author, 2nd author, etc.): _____

Have you participated in any Sigma service projects in the past 12 months? _____

Upon request, I agree to share information learned with Iota Mu membership via oral or written report or presentation.

Signature

Date

Approval/denial will be made on the basis of availability of funds and Iota Mu Board approval.