One of AECGO’s goals is to fund our graduate students in their research and professional development pursuits. This form must be completed and submitted to the AEGGO treasurer **at least 20 days prior** to the event, to be considered for funding. The decision to allocate funding will be systematically evaluated based on your involvement in the organization and reasons for the funding request. Only active AECGO members in good standing (i.e., paid dues) will be considered for funding. Furthermore, all other sources of funding (e.g., Grad School or Department) must be exhausted before requesting AECGO funds.

**Please fill out your contact and event information.**

**Name**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**R Number**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Phone Number:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Departure Date: \_\_\_\_\_\_\_\_\_\_\_\_\_ AM or PM Return Date: \_\_\_\_\_\_\_\_\_\_\_\_\_ AM or PM**

**Name of conference or professional development** (include conference proceedings and narrative of reason for attending and what you hope to gain from this event): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |  |
| --- | --- | --- |
|  | Estimated Expenses |  |
| Expense | Description (ex. 2 nights at $125/night) | Cost |
| Registration |  |  |
| Lodging |  |  |
| Travel |  |  |
| Other |  |  |
|  | **Total** | $ |
| Note: If you are “in” the cell above the total expense cell and press “TAB” you can add lines to the table. |

 **Outside Funding:** Please indicate your funding sources for this trip, and specify how each estimated expense will be funded (Grant funds, department funds, AECGO, personal, etc):
\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Supporting Documents:** When you email the AECGO treasurer this form, please attach any supporting documents. These should include: Conference Flier (or similar), Registration Receipts, Airline Receipts, Hotel Reservation Confirmation, and Poster/Paper Acceptance Notification. If you are driving, please include a map that shows mileage and estimated fuel expenses. Whenever possible, please make sure that your receipts or notifications include your name in the body. **Naming Conventions:** When attaching documents please name them in the following manner: **LastName\_YearConference\_Document.ext**

Examples:

* Opat\_2019Western\_FundingRequest.doc, Huston\_2019AAAE\_Registration.pdf, Lu\_2019ACE\_Airfare.jpg

**Within One Week** **of your return:** Please provide all receipts (preferably in a digital format) to the AECGO treasurer using the same naming conventions. The treasurer will complete the paperwork for the university and submit it. When approved, all monies will be sent to an advisor who will then disperse the money. Group travel funds are processed as a group and will not proceed until they receive the required receipts from all persons traveling. The university requires that all receipts be turned in within 15 days of your return. If you do not turn in your receipts in a timely manner, you will delay the funding for everyone in the group and could possibly jeopardize funding availability.

**For Office Use Only**

Amount of funding granted: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Officer 1: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Officer 2: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

AECGO Advisor: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_