**Name & Position of Attendees (Student, Staff, Faculty):**

**Conference Name & Description:**

**Event Information:**

Date and Time:

Location:

**Requested Amount:  $    .00**  **Please Attach Itemized Budget of Expenses**

**Conference Website**

**Will you or anyone in your group be presenting at Conference. If Yes, please describe presentation:**

**Please explain what benefit the campus will receive by sending you or your group to this conference (Please refer to conference funding policy):**

**Have you applied for or identified other sources of funding?**