



**HAIGAZIAN UNIVERSITY**  
**REQUEST FOR CONFERENCE GRANT**

Name of Applicant: \_\_\_\_\_ Degree: \_\_\_\_\_

Rank: \_\_\_\_\_ Department: \_\_\_\_\_

Project for which Grant is requested: (Conference – specify whether you are presenting a paper)

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Starting Date: \_\_\_\_\_ Ending Date: \_\_\_\_\_

Sponsoring Association: \_\_\_\_\_

Haigazian's Involvement & Benefits: \_\_\_\_\_

Estimated Expenses:

| Description  | Amounts   |
|--|-----------|
| Registration fees:                                 | \$        |
| Transportation: - Flights                          | \$        |
| - Other transportation                             | \$        |
| Meals (per day x number of days):                  | \$        |
| Accommodation (estimated cost x number of nights): | \$        |
| Other (please itemize):                            | \$        |
| Total estimated expenses:                          | \$<br>LBP |

Amount Received from Other Sources (please specify): \_\_\_\_\_

AMOUNT REQUESTED FROM HU: \_\_\_\_\_

Date: \_\_\_\_\_ Signature of Applicant: \_\_\_\_\_

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Recommendation of Chair: \_\_\_\_\_

Administrative Decision: \_\_\_\_\_

Amount of support from HU: \_\_\_\_\_

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\*Please attach any relevant information that you may deem necessary such as:

- Proposal and detailed budget (if available)
- Relevant correspondence (invitations, e-mails, etc.)
- Progress report (if renewed grant)
- Registering for the conference must be done through your department, after the final approval of the dean.
- Conference registration, travel arrangements, and hotel reservations are handled by the person going to the conference. He/she does all the necessary arrangements online (registration, hotel, ticket, etc.), prints the necessary documents/receipts, and will be reimbursed based on the approved faculty document for conferences and the limit of funds available on the form. If the faculty/staff person insists that Purchasing handles the tickets, then Purchasing is ready to assist.
- All related expenses that are incurred during the trip should be supported by receipts. They need to be approved by the supervisor and presented for reimbursement.