

Virtual Conference Attendance Request
College of Social Sciences & Interdisciplinary Studies



Name _____ Department _____

Phone # _____ Email _____

Name of Conference _____

Dates of Conference _____ Registration Cost \$ _____

Justification for Attendance: *Please attach ONE: letter of invitation, conference program or flyer, etc.*

Class Coverage Plans:

<i>See your department ASC:</i>	Funded	Unfunded
University Fund/Dept _____		\$ _____ Amount
UEI/UFSS Account # _____		\$ _____ Amount
Other Source _____		\$ _____ Amount

APPROVALS:

Department: _____

Name
Signature
Date

College: _____

Name
Signature
Date

UEI/UFSS: _____

Name (PI or Project Director)
Signature
Date

Name (PI or Project Director)
Signature
Date