

To apply for Geography and Sustainable Funding discretionary conference funding, please, complete the following form and append all required documents. Send your application, including all required attachments to [gpydept@gvsu.edu](mailto:gpydept@gvsu.edu)

<b>First and last name</b>	
<b>Major</b>	
<b>G #</b>	
<b>GVSU email</b>	
<b>Name of the conference and its sponsoring organization</b>	
<b>Location of the conference (city, state, country)</b>	
<b>Dates of the conference</b>	
Exact copy of the <b>abstract</b> of your presentation in format required by your conference:	
<b>Rationale</b> explaining how participation in this conference will enhance your professional development as a geography major, 200 words maximum:	
<b>Budget:</b> List here all conference-related expenses, such as conference registration fee, flight, mileage, lodging and meals during the conference	
<b>Financial support:</b> List here all grants and scholarships you have obtained/applying for to support this project	
Append a <b>proof of your registration and acceptance of your abstract</b> by the conference organizers	

You must submit a conference attendance/travel report to Amanda Reader within 15 days from the travel dates to allow us to process your travel expenses. Please include the following:

- A brief statement (~500 words) summarizing your experience of attending a conference, presenting a paper/poster and how this experience has supported and enhanced your development as a geographer.
- GVSU Travel & Expenses form (available on line and from Amanda Reader [readera@gvsu.edu](mailto:readera@gvsu.edu))
- All original travel, lodging, and conference registration receipts, for which you are claiming reimbursement.