



Department of Communication
Sciences and Disorders
UNIVERSITY OF WISCONSIN-MADISON

Emma Allen Award: Conference Expense Detail

Name of applicant:

Date of application:

Name of applicant's mentor(s):

Conference Information:

Name/Title

Location

Link to conference details (insert URL)

Conference dates

Travel dates (if different than conference dates)

Do you plan to add days for personal travel?

If yes, you *must* obtain and submit a transportation [cost comparison](#) with your request for expense reimbursement.

Your presentation/poster title:

Has your presentation been approved?

If approved, please include your presentation invitation with your award application. If not yet approved, please submit your invitation upon receipt.

Itemized budget estimate:

Note: your letter(s) of support must include a statement that the letter writer is aware of your estimated budget proposal.

Registration fee:

If meals are included in the registration fee, list those meals here:

Meals (not included in registration fee): [uw calculator](#)

Airfare:

Lodging:

Local travel (taxi, bus, etc.):

Miscellaneous expenses:

TOTAL amount requested:

Note: If traveling outside of the US, all receipts must be converted to US dollars via [OANDA Currency Converter](#).

Will you receive additional funding from an outside source to attend this conference?

If yes, please indicate the award total *and* include your award letter with your application.

Amount expected:

Comments: