

ECE PhD Student Conference Attendance Approval

If you are an ECE PhD student and wish to travel to an ECE recognized conference during your PhD career in the department, you are allowed to utilize your **ECE PhD Travel Fund**. These funds are to be used after your TGS grants have been exhausted or used in lieu of your TGS travel grant if you are not presenting at a conference. All funding is given out at the department's discretion.

Please complete this form in its entirety and email it to the ECE Graduate Assistant: ecegrad@northwestern.edu

Conference Name: _____

Conference Location: _____

Conference Date: _____

Why are you going to the conference? _____

Projected Costs of Travel (Please estimate as accurately as possible)

Airfare	\$
Hotel	\$
Conference Registration Fee	\$
Estimate of Food Costs	\$
Ground Transportation (Taxi, Uber, Rail, etc)	\$
Other	\$
Total:	\$
Amount Received from TGS Travel Grant:	\$

Student Name:	Student Signature:
Student ID:	Request Date:

Advisor Name:	Advisor Signature:

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ECE Chair Signature:	Date Submitted to Graduate Program Assistant:

Date Approved:	
Approved Amount:	