

University of Windsor Leddy Library
Application for Conference Attendance and Financial Assistance

Name: _____ Dept.: _____

Conference Title/Sponsor: _____

Location: _____

Membership in sponsoring organization? Yes No

Conference Dates: _____ Dates Absent: _____

Participation (sessions to be attended, paper to be presented or involvement in organization of conference - please attach any relevant information):

Financial Assistance:	<u>Cost:</u>	<u>Amt Requested:</u>
Registration	_____	_____
Travel	_____	_____
Accommodation	_____	_____
Meals	_____	_____
Incidentals	_____	_____
Total:	_____	_____

Conferences/meetings/workshops attended in current academic year (July 1 - June 30)

Department Head comment:

Signature: _____

University Librarian comment:

Signature: _____

We have been advised by Finance that travel for University purposes should be paid for on a reimbursement basis only. If you would like to apply for a University of Windsor VISA travel card, see Yvonne for details.