

IPS SUPPORT FOR STUDENT TRAVEL AND CONFERENCE EXPENSES

Each academic year, IPS is able to provide limited financial support to help cover student costs associated with attending meetings and conferences related to their graduate degree(s). A student can be awarded up to \$500 over the course of an academic year. As funds are limited, students are encouraged to apply for funds in anticipation of specific costs. For approved applications the funds will be “reserved.” Students will then be reimbursed for appropriate expenses once the receipts and any other requested documentation have been submitted to IPS. Final documentation and receipts are due within 14 days following the meeting/conference.

Directions:

1. Fill out this form
2. Submit form with corresponding documents:
 - a. One-page proposal of how you see this conference attendance benefitting your IPS studies
 - b. Detailed information about the conference (program guide, official webpages that includes title, location, theme, etc.)
 - c. List of anticipated itemized expenses e.g., lodging, registration, etc.
3. This application needs to be submitted and reviewed. Applicants will be notified if their proposal for reimbursement funds is approved. Priority in funding will be given to students who apply before the selected conference.

Note: Applications are accepted and awards will be made on a rolling basis throughout the year. Once funds are exhausted IPS will not be able to approve additional requests.

Student name _____ LUC ID _____

Date of Application: _____

Mobile or phone number where you can be most easily reached: _____

Loyola Email: _____

Address _____

City: _____ State: _____ Zip: _____

Degree Program _____

Conference Title: _____

Conference/Travel Dates: _____

Please send application and all corresponding documents to:

Coordinator of Student Services
IPSstudentservices@luc.edu
Loyola University Chicago
Institute of Pastoral Studies
Lewis Towers
111 E. Pearson
Suite 630
Chicago, IL. 60611
Phone: 312.915.7487
Fax: 312.915.7410

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