



EMORY
COLLEGE
OF ARTS AND
SCIENCES

**Department of Film
and Media Studies**

Student Funding Request for Conference/Festival Travel

Name:

Emory Email:

ID Number:

Date:

Name of event:

Date of event:

Name of the work you will be presenting:

Are you the primary author/filmmaker of the work being presented? If not, explain your role.

Amount of funds you are requesting (up to \$400):

Date funds are needed:

In order to receive reimbursement, you MUST attach the following:

1. An itemized breakdown of expenses for which you are requesting reimbursement (up to \$400).
2. Copies of receipts for travel costs for which you are requesting reimbursement. We will cover registration fees, airline tickets, hotel stays, and ground transportation. We will not cover food, drink, or incidentals.
3. A copy of the acceptance/invitation letter for the event you are attending that clearly states your name and the name of the work you will be presenting.

IMPORTANT

Please read all of the following information before submitting this form.

This application is to request reimbursement from the Department of Film and Media Studies for funds up to \$400 for Festival or Conference travel. Approval of this request is not guaranteed and is up to the discretion of the Department's Executive Committee. Funds are distributed by reimbursement, and no upfront funds will be given. **All flights must be booked through Emory Travel or they are not eligible for reimbursement.** All expenses must have an itemized receipt submitted to the department to be eligible for reimbursement. You must decline insurance on rental cars to be eligible for reimbursement.

By signing this form, I am confirming I have read all of the above information and I agree to represent Emory and the Department in a respectful and courteous way.

X _____

Date:

Please submit this form to Clare Sterling at ecsterl@emory.edu