

CONFERENCE FUNDING REQUEST  
DEPARTMENT OF POLITICAL SCIENCE  
YALE UNIVERSITY

*EMAIL THIS FORM, WITH AN EMAIL SUBJECT LINE OF "CONFERENCE FUNDING REQUEST", **NO LATER THAN 45 DAYS IN ADVANCE OF CONFERENCE**, TO:*  
[colleen.amaro@yale.edu](mailto:colleen.amaro@yale.edu)

STUDENT NAME:

STUDENT UPI #:

(This number can be found on your Yale ID Card)

STUDENT ADVISOR:

YEAR OF STUDY IN PROGRAM:

CONFERENCE ATTENDED:

CONFERENCE DATE & LOCATION:

FORM OF PARTICIPATION:

SUBFIELD OF WORK (CHECK ONE):

AMERICAN/METHODS ☐ COMPARATIVE/IR/PE ☐ THEORY/OTHER ☐

Checklist:

☐ Attached documentation of conference participation (e.g., a copy of the program showing the student's role)?

☐ Attached receipts for all non-meal related expenses?

☐ Had your advisor send a note (this may be a short email) to [colleen.amaro@yale.edu](mailto:colleen.amaro@yale.edu) indicating that you have/had suitable material to present at a conference and explaining your role at the conference?

☐ Confirmed that research topic is not eligible to apply for the Macmillan Center International Conference Travel Grant?

If you are a Foreign National please:

☐ Provide a copy of email confirmation from the International Tax Department ([Internationaltax@yale.edu](mailto:Internationaltax@yale.edu)) that you have completed the Foreign National Information System application (FNIS) and that it is current.