



THE PAUL K. RICHTER AND EVALYN ELIZABETH COOK RICHTER MEMORIAL FUND

Conference Travel Application Form

The maximum Conference Travel Award is \$850.

If you are applying as part of a group, the group cannot receive more than \$1700.

Student Information:

Name: _____ Student ID: _____ Date: _____
Phone #: _____ e-mail address: _____ Campus Box #: _____
Current Class Year (check one): FY SO JR SR Expected Graduation Date (Term [FA, WI, SP]/year): _____
Declared/Intended Major(s): _____
Declared/Intended Minor(s): _____

Conference Information: **Individual** **Group** (please list names of students on separate document)

Paper / Poster Title: _____

Conference Name: _____

Conference Location: _____

Conference Dates: _____

Faculty Sponsor: _____

Your application must include the following:

- ☐ Conference Application Form
- ☐ Verification of acceptance to present at the conference
- ☐ Abstract of paper/poster
- ☐ Explanation of relevance of conference to your goals/aspirations
- ☐ Richter Budget Form and documentation of expenses

Student Signature

Date

Faculty Sponsor Signature

Date

Office use only

Date Received:

Richter Reference Number:

SUBMIT COMPLETED APPLICATION FORM ALONG WITH ALL REQUIRED DOCUMENTS TO:
The Gerald and Carol Vovis Center • Alumni Hall 231 • Knox College Box K-136 • sljones@knox.edu