

INDIANA **TECH**

Ph.D. in Global Leadership

Student Conference Presentation Reimbursement

Ph.D. students who are accepted to give a presentation, present a poster, or participate on a panel at an academic conference may apply for registration fee reimbursement. Reimbursement may only be awarded once per academic year, and the level of reimbursement is contingent upon the level of research and preparation involved.

Participation Type	Max Amount
Presentation	\$400
Panel chair/discussant	\$325
Poster	\$275

Students must provide a completed **Conference Fee Reimbursement Request Form**, documentation providing proof of presentation acceptance, and a receipt in order to be pre-approved for reimbursement. If approved, reimbursement will be processed once the student submits proof-of-attendance to the administrative assistant after the event.

Indiana Tech will only serve as the secondary funding source. If a student already has a funding source such as an employer, etc. a request for reimbursement should be submitted only for the portion not already covered by the primary source.