

Conference Funding Request Form

Requestor Information

Name	
Pitt Affiliation	
Division/Center/Institute	
Email	
Phone	
Admin/Coordinator Contact Name	
Admin/Coordinator Email/Phone	

Conference Information

Name of Event	
URL	
Location	
Date	
Expected number of attendees	
Cost of Attending	

Funding Request Information

Amount requested	
Expected use of funding (attach spreadsheet if necessary)	
What is expected use or benefit to attending this conference	

Who from your division/lab/institute/etc. is expected to attend	
Have you attended this conference before	
Have you received Departmental funding for this event before (if yes, please include date and amount)	
Have you received approval from your Division Director for this request	

Are you receiving any outside (non-Pitt affiliated; e.g. philanthropic/gov't/etc.) funding that could be used for this kind of expense or related expenses: ☐ Yes ☐ No

If so, please briefly explain if and how that funding could be used: _____

Draft of Agenda or expected participation (attach a document if necessary):

Requestor Review and signature

Name_____

Signature_____

Date_____

Administrative Use:

Funding Approved or Denied	
If approved, for what amount	
Funding source	

Department Chair Review

Signature: _____ Date: _____