# Conference Assistance - Subsidy Form

**Name:** ___________________________ **Signature** ___________________________

**School:** ___________________________ **Date submitted:** ___________________________

**Department/Office/Org:** ___________________________

**Title of Conference:** ___________________________

**Place of Conference:** ___________________________ **Dates of conference:** ___________________________

1. **Type of presentation:**
   - [ ] Oral presentation
   - [ ] Poster presentation
   - [ ] Keynote/plenary lecture

2. **Please describe the nature of the conference:** ____________________________________________

3. **Please attach the following:**
   - [ ] Abstract (hard and soft copies, please)
   - [ ] Acceptance of the paper for presentation in the conference

4. **Amounts**

<table>
<thead>
<tr>
<th>Description</th>
<th>Funded by Sponsor</th>
<th>Personal Funds</th>
<th>Requested from Ateneo</th>
</tr>
</thead>
<tbody>
<tr>
<td>Conference fees</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Transportation</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>Board/Lodging</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>Food/Catering</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>Others (pls specify)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

*Please submit this form to the Chair/Director/Office Head for endorsement. Please submit receipts/invoices for liquidation purposes.*

- [ ] Endorsed
- [ ] Endorsed with reservation
- [ ] Not Endorsed

**Amount:** ___________________________

**Chair/Director/Office Head**

(Signature over Printed Name) ___________________________ **Date** ___________________________

**Dean’s Signature**

(Signature over Printed Name) ___________________________ **Date** ___________________________

- [ ] Approved, amount as indicated
- [ ] Disapproved

**Charge Budget:** ___________________________

**Vice President for the Loyola Schools**

______________________________ **Date** ___________________________