

# Graduate Student Travel Request Form

## Please provide the following information for the reasoning for your travel:

1. Please indicate the conference or meeting that you will be attending.

\_\_\_\_\_

2. Will you be giving a talk? \_\_\_\_\_ If so, what is the title of your talk and the length of your talk?

\_\_\_\_\_

## Please supply the following information:

How much travel money are you seeking? \$ \_\_\_\_\_

Will you be supported from any non-departmental funds/local hosts? \_\_\_\_\_

If yes, Amount ? \$ \_\_\_\_\_ Source? \_\_\_\_\_

Will you be supported from any faculty sources (Startup/Grants)? \_\_\_\_\_

If yes, Amount ? \$ \_\_\_\_\_ Source? \_\_\_\_\_

Amount requesting from Department Funds? \$ \_\_\_\_\_

When will you begin and end your trip? Begin date: \_\_\_\_\_ End date: \_\_\_\_\_

What is your travel destination? \_\_\_\_\_

Do you need staff members to make travel arrangements for you? \_\_\_\_\_



Print Applicant's Name: \_\_\_\_\_

Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Faculty Advisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Grant/Startup Holder Approval: \_\_\_\_\_ Amount Approved: \_\_\_\_\_ Date: \_\_\_\_\_

Chair/Director Approval: \_\_\_\_\_ Amount Approved: \_\_\_\_\_ Date: \_\_\_\_\_

To be considered for grad student travel funds from the Department, you MUST do the following:

1. Complete sections 1 and 2 of this form.
2. Obtain signature from faculty advisor.
3. Obtain signature from faculty member with grant/startup funds if such support is provided.
4. Entered Travel Request in Concur Travel System.
5. Return completed form to Tom Danaher for further processing.

Note that no travel arrangements can be made until the request has been approved by the Department Chair.

### Estimated Travel Expenses

Airfare	
Shuttle/Taxi/Uber/Lift	
Car Rental	
Lodging	
Meals	
Registration	
Miscellenaous Expenses	
Miscellenaous Expenses	
Miscellenaous Expenses	
Total Expenses	

State or Personal Car

Expense Type   
Expense Type   
Expense Type