

Graduate Student Travel Request Form

Read the advice on the department webpage before filling out this form.

Then print it out and turn it in to Liz Youroukos, Avery 203.

You should hear back about your request in 1-2 business days.

*marks required items.

This form has two pages; turn in both together.

*Last Name:

*First Name:

*Email:

Cell phone:

(required if flying)

*Purpose of trip:

(You should explain **briefly** how this trip will benefit you. Are you giving a talk? If so, how long?)

*Your Advisor(s):

Advisor's Signature: _____

*Do you have a current fellowship? (GAANN, MCTP, etc.)

Travel Plans

*Departing from?

*Departing when?

*Destination

*Returning when?

*Other Department members traveling with you:

(Try to share lodging, rental cars, and so on. Submit requests for the same event together, if possible.)

Explain (if necessary) your plans:

Do you want the staff to make reservations for you?

Graduate Student Travel Request Form - page 2

Estimated Expenses

Airfare

Shuttles, etc.

Auto

State or Personal Vehicle?

Lodging

Meals

Registration

Other Expense 1

(type:)

Other Expense 2

(type:)

Other Expense 3

(type:)

*Total Expense

Check your figures & totals!

Justification:

Funding Sources

Funds already committed from non-departmental funds (e.g., local hosts)

Amount

Source?

Amount

Source?

Support from local faculty's research grants

Amount

Which grant?

Grant Holder's Signature: _____

*Amount requested from departmental sources, including department funds, GAANN and MCTP
(you must include this, even if it is 0)

Personal Funds

*Total Funding

(For Dept Use)

Total Approved and Sources: _____