

GRADUATE STUDENT TRAVEL FUND APPLICATION and PREAPPROVAL

***Please note: Students should apply to the conference organizer for travel support and use the department fund as a complementary source.**

Part 1: To be completed by the graduate student applicant. ALL fields must be completed.

Applicant's name and user ID/pawprint _____

Applicant's email address _____

Travel destination (City, State, Country) _____

Dates of Travel _____

Official name and website address of the conference (or description of activity if this is not a conference)

If you are giving a presentation, indicate your complete title

*If using your yearly Travel Fund for this trip, please complete the following.

Qualifying Exams passed? (dates) _____

Comprehensive Exams passed? (dates) _____

Check the box corresponding to your yearly Travel Fund limit for the current academic year.

- \$600: passed the Comprehensive exam
- \$400: passed both Qualifying Exams but have not passed the Comprehensive Exam
- \$100: have not passed both Qualifying Exams

Reimbursement requested for this trip: (meals with receipts / meal per diems / mileage / hotel stay / etc.) *Note: state tax cannot be reimbursed.

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Part 2: To be completed by the Academic Advisor and Course Coordinator. Before signing, the Academic Advisor should verify that all information completed by the student in Part 1 is accurate.

Academic Advisor's name _____

Academic Advisor's statement in support of this travel

Academic Advisor's signature and date

PI Signature if paid by grant and date

Please provide details of teaching course coverage in grad student's absence:

Course Coordinator's signature and date

Applicant's signature and date