



APPLICATION: Travel for Graduate Students

Student's Name:

Department:

Email:

Phone:

Name of Conference:

Location of Conference:

Dates of Travel: _____ to _____

Title/Authors of Presentation/Project(attach copy of abstract and acceptance, or copy of program)

Anticipated Budget (Itemize per diem, registration, transportation costs, etc. If students are traveling together in car, please note driver and passengers. Please include all costs, even if these will be covered by department or other source, but note that these costs are covered already.)

	Per Day	Total
Transportation		
Lodging		
Meals		
Registration		
Other (Itemize)		

Total Expenses:

Briefly describe the relationship of the conference to the applicant's academic/research program:

Signatures

Advisor: _____

Grad. Coordinator: _____

Graduate School

Dean: _____

Date: _____

Amount Approved _____

Travel and reimbursement of funds must be completed by June 30 of this academic year. rev 3/08