

Graduate Student Travel Approval Form

Date: _____

Graduate Student: _____

Advisor approving this travel: _____

What conference are you attending? _____

Where is the conference located? _____

Dates of conference: _____

Graduate Student Travel funds available:

- 1) \$400 - Attending only.
- 2) \$800 - Speaking or presenting a poster.

- I am attending only and will not be a speaker, or presenting a poster (\$400).
- I will be a speaker, or presenting a poster (\$800).

Will additional funding be provided by advisor?

An additional \$500 is available from the department to help with a single more expensive conference (say an overseas trip) as a 50% cost share with your advisor. The department will not exceed the \$2000 per fiscal year limit, or \$500 cost share amount.

- Yes Account #: _____ Amount: _____
- No

PhD students in their final year may receive an extra \$500 (a total of \$2500 that fiscal year) to help cover travel expenses since additional travel is common due to job searches and relevant conferences. These are one-time funds for students in their final year, and once they are used, they would not be approved in any subsequent year. By checking the option below, you are requesting these funds and also attesting that you have not received these funds previously.

- This is my final year and I am requesting the additional \$500 in travel funds for this fiscal year.

Advisor Signature: _____

(Signing this form approves this travel and authorizes the use of these funds)

This approved form must be attached to your pre-travel form.