

Graduate Student Travel Approval Form

Travel Funding Eligibility:

- The student must have completed their Preliminary Exam (Qualifier Part B)
- The purpose of traveling must be to present the student's work (talk or poster) at a conference
- Accommodation expenses must be within [government limits](#)

Note: The total funding awarded is up to the discretion and capacity of the department. Travel rules apply.

Travel Details (To be completed by student):**Today's Date:** _____**Name of Graduate Student:** _____**Name of Advisor** (approving this travel): _____**Conference Name:** _____**Location of Conference:** _____**Dates of Conference:** _____**Funding Details** (To be completed by advisor):

Do you approve of department funding for this student's travel?

Yes

No

Do you approve of self-support of travel expenses (over department funding)?

Yes

No

Account #: _____ Amount: _____

Advisor Signature: _____

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