

Request for Travel Funds – Graduate Student

Submit completed form to Graduate Program Specialist for processing. Department may be able to fund only a portion of total requested.

Employee ID:

Cell:

Email:

Travel Purpose:

Location:

Trip Dates:

Estimated Expenses:

Airfare: \$

Rent Car: \$

Lodging: \$

Meals: \$

Parking: \$

Taxi/Shuttle: \$

Other misc. expenses: \$

Explain (Registration, etc..)

Total Requested: \$

If approved, Graduate Program Specialist will send award email with amount awarded.

FOR ADMIN USE:

Department Approved Total: \$ _____
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