

Student Travel Request Form

1. Upon completion of this form (faculty and director signature), return it to 329 Whitmore.
2. Program Coordinator will sign form letting you know the money is available and return the form to you
3. All travel arrangements will be the responsibility of the student
4. If you find yourself in a financial hardship for paying for the travel up front, talk to your advisor
5. Reimbursement for registration/hotel/air/mileage/food will require receipts
6. **Upon return of travel**, this form (with all signatures) and reimbursement receipts should be submitted to Program Coordinator (Form will not be processed if all 3 signatures are not completed)
7. Travel must be to be reconciled within 30 days of your return
8. Within 1 week of travel, photos and a write up need to be provided to Program Coordinator to place on the web.

Name: _____

Name of Conference: _____

Location: _____

Travel Date(s): _____

Graduate Student:

\$1,000 Presenting _____

\$500 Not Presenting _____

Other Amount Requested _____

Undergraduate Student:

\$500 Presenting _____

\$250 Not Presenting _____

Other Amount Requested _____

Faculty Member Approval/Date: _____

Director Approval/Date: _____

Approval/Date Funds transferred: _____

Reimbursement request received date: _____

Reimbursement processed date: _____

