

# GRADUATE TRAVEL APPROVAL FORM

Name \_\_\_\_\_

Title of the Conference \_\_\_\_\_

Dates of the Conference \_\_\_\_\_

Location of the Conference \_\_\_\_\_

Purpose for attending \_\_\_\_\_

Title of paper to be given \_\_\_\_\_

Source of other funding applied for \_\_\_\_\_

Source of other funding applied for \_\_\_\_\_

Source of other funding applied for \_\_\_\_\_

Funds for Transportation \_\_\_\_\_

Funds for Lodging \_\_\_\_\_

Funds for Conference Fee \_\_\_\_\_

Select Funding Source      Professional Development Fund \_\_\_\_\_ Department Funding \_\_\_\_\_

Total amount of funding requested \_\_\_\_\_

Graduate Director Signature \_\_\_\_\_

Amount of funding Promised \_\_\_\_\_

This form must be filled out and submitted to the Graduate Director prior to attending any event that you are requesting funding for. Without this form, funding may be denied.

Once you have returned from the event, you must include the following for reimbursement of expenses to LinDa Grams in the Philosophy Department.

Original receipts, along with proof of payment.

A copy of the program cover, and a copy of the page in which your name appears in the program.

To avoid out of pocket expenses, flights can be booked through Anthony Travel. To do this, contact LinDa.

Reimbursements not processed within 60 days of the expense may be subject to taxes.