

Graduate Travel Approval Form

Name _____

Title of conference _____

Dates of conference _____

Location of conference _____

Purpose for attending _____

Title of paper to be given _____

Source(s) of other funding applied for _____

Funds for transportation _____

Funds for lodging _____

Funds for registration fee _____

Select funding source: Professional Development Fund _____

Department Funding _____

Total amount of funding requested _____

Amount of funding promised _____

This form must be filled out and submitted to the DGS 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 Christine Grandy:

- Original receipts, along with proof of payment of transportation and lodging.
- Copy of program, including the page your name appears on (if applicable)

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