

### Graduate Student Travel Funding Request Form

Please submit this form along with documentation of presentation, conference information, and proof of application for graduate school funds to Kristen Pickett by the 15<sup>th</sup> of the month prior to travel. Please be aware that submission of this application does not guarantee departmental funding.

Name: \_\_\_\_\_ Date Submitted: \_\_\_\_\_

Degree Program: \_\_\_\_\_

Progress Status: \_\_\_\_\_ Qualifying Exam Passed: Yes ☐ No ☐ Date: \_\_\_\_\_

Year in Program: \_\_\_\_\_ Anticipated Graduation Date: \_\_\_\_\_

Thesis or Dissertation Committee Chair: \_\_\_\_\_

Conference: \_\_\_\_\_

Dates: \_\_\_\_\_ Location: \_\_\_\_\_

Title of Paper/Purpose: \_\_\_\_\_

Amount of Funding Requested: \$\_\_\_\_\_

Intended Use of Funds: Airfare/Gas ☐ Hotel ☐ Registration ☐ Other: \_\_\_\_\_ ☐

Have/Will you apply for Graduate School Funding: Yes No

Amount Received/Requested: \$\_\_\_\_\_

Have you received additional external funding for this trip: Yes No

If yes, from where and what amounts: \_\_\_\_\_

Any Additional Information: \_\_\_\_\_

It is your responsibility to submit all travel documentation for reimbursement. This request will only be considered for the conference listed above. Additionally, if you submit a request for funding and your plans change, please submit an updated application as soon as possible.