

Travel Funding Request

The Department has limited funding available to offset travel costs to events for graduate students whose scholarship will benefit from such travel. When considering travel, students should consult with their advisor to discuss which events will prove most beneficial to their study. In order to be considered complete, this request must have an attached detailed budget AND a complete list of all previously awarded travel funding and the source (department/GSAS, etc.).

Student _____

Event _____
Official Title Dates

Role at the Event

- Presenting/Performing
 Attending

Explain briefly how the event is relevant and will contribute to your program of study.

Advisor _____
Name Signature Date

DGS _____
Name Signature Date

- Approved
 Denied

Date

If approved for funding, students are required to supply a copy of a program booklet or name badge to the Graduate Program Coordinator as proof of attendance.

DISTRIBUTION

Original: Grad Program Coordinator • Copy 1: Advisor • Copy 2: Student