

Request for Travel Funds – Students - FY 2023-2024

Submit completed form to Administrative Coordinator for processing. Department may be able to fund only a portion of total requested.

Name: _____

Student ID: _____

Email: _____ Phone: _____

Chartstring 1: _____

Chartstring 2: _____

Chartstring 3: _____

Purpose: _____

Include full name of conference (not just acronym). If you are a presenter, provide a copy of paper you will be presenting to dept. chair. Include any other information to support your request.

Destination: _____ Trip Dates: _____

Estimated Expenses:

Airfare: \$ _____

Rent Car: \$ _____

Lodging: \$ _____

Meals: \$ _____

Parking: \$ _____

Taxi/shuttle: \$ _____

Other misc. expenses: \$ _____

Total Requested: \$ _____

Department Approval Signature:

Department Approved Total: \$ _____

If approved, the Graduate Program Specialist will forward to the Travel Assistant in the CLASS Dean's Office for preparation of the Travel Request in Concur. From that point, you will work directly with Travel Assistant.

FOR ADMIN USE:
