Graduate Student Conference Travel Application Form

Guidelines:
1. Travel must have taken place before reimbursement
2. Students can apply once during their program.
3. Students must be in good standing (GPA, GAship, completion of milestones within normative time)
4. Funding: $500 maximum

Student Name: ____________________________________________

Student ID#: ____________________________________________

Reason for travel: __________________________________________

Dates of Travel: ____________________________________________

Destination: ____________________________________________

Relevance of travel to student's program:
_________________________________________________________
_________________________________________________________
_________________________________________________________

Cost estimates or actuals:

Airfare: ____________________________________________

Accommodation: ____________________________________________

Conference Registration: ____________________________________________

Other: (please specify: ____________________________________________

TOTAL: _____________

Endorsement by Supervisor: (Name) ___________________________ (Signature) ___________________________

Student Signature: ___________________________ Date: ___________________________

Please attach:
Abstract
Acceptance letter or copy of program of conference
Original receipts for travel, accommodation and conference registration fees if travel is completed.

Return to: Graduate Programs Administrator