KENT STATE

Department of Biological Sciences

Graduate Student Request for BSCI Travel Funds

for travel between July 1st and June 30th of current fiscal year

Submit at least 2 WEEKS before travel. Upload on Chrome River with Pre-Approval

Student Information

Name:

Banner ID:

Conference Information

Conference Name:

Location:

Dates of Travel:

Estimate of Expenses

Category of Expenses	Estimated Amount	Comments
Conference Registration Fees		
Airfare		
* Road transportation		
Total Meals (no alcohol/tips)		
Lodging		
Total presentation related expenses		
Less: Anticipated award from GSS (Applied: Yes / ** No) - **Enter as negative number**		
Less: Anticipated amount from PI (Grant / Start-up funds) - **Enter as negative number**		
Less: *** Other sources (not listed above or from personal funds) - **Enter as negative number**		
**** TOTAL ESTIMATED EXPENSES from BSCI **– not to exceed $600**		

* **Rental cars require pre-approval**; please provide a justification for the request in the comment area.

** If you have **not applied for GSS funding** a justification must be provided in the comments section. (Failure to apply may result in a $300 penalty).

*** If subtracting amount as **"other source"**, please **list in the Comments section** where this amount is coming from.

*** There is a **$600 max** for all PhD and MS students - Please share costs when possible (Uber/Lyft, hotel, etc.)

Please input the highlighted items only in Chrome River. Under "Allocations", up to $600 can be allocated to index 100101 for BSCI (up to $600 only). Any amount beyond $600 that is being allocated into Chrome River would be on your PI's grant/start-up funds; please get that index number directly from them.

Approval

Advisor:

Graduate Coordinator: