

2018-2019

Graduate Student Request for BSCI Travel Funds

MUST BE SUBMITTED AT LEAST TWO WEEKS PRIOR TO TRAVEL

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 awarded from GSS (Applied: Yes *No)		
**TOTAL ESTIMATED EXPENSES:	\$	

*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).

**There is a \$1000-1200 max for all PhD and MS students; this number depends on the amount of GSS funding.

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

******Any overage requires a statement in the comments section about where the remaining funds will come from.**

Approval

Advisor: _____

Graduate Coordinator: _____

Department Chair: _____