

**GRADUATE STUDENT TRAVEL FUND APPLICATION and PREAPPROVAL**

\* \* Please print clearly \* \*

**\*\* 3 pages to complete \*\***

**Part 1: To be completed by the graduate student applicant. ALL fields must be completed.**

Applicant's name \_\_\_\_\_

Applicant's email address \_\_\_\_\_

Destination (City, State, Country) \_\_\_\_\_

Dates of Travel \_\_\_\_\_

Official name of the conference (or description of activity if this is not a conference)

Official website address for the conference (or institution if this is not a conference)

If you are giving a presentation, indicate your complete title

Qualifying Exams passed? (dates) \_\_\_\_\_

Comprehensive Exams passed? (dates) \_\_\_\_\_

If using your yearly Travel Fund for this trip, please complete the following. If other travel funding being provided, please complete the information on page 3.

Check the box corresponding to your yearly Travel Fund limit for the current academic year.

- \$600: passed the Comprehensive exam
- \$400: passed both Qualifying Exams but have not passed the Comprehensive Exam
- \$100: have not passed both Qualifying Exams

Reimbursement requested for this trip: (meals with receipts / meal per diems / mileage / gas with receipts / hotel stay / etc.)

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**Part 2: To be completed by the Academic Advisor. Before signing, the Academic Advisor should verify that all information completed by the student in Part 1 is accurate.**

Academic Advisor's name \_\_\_\_\_

Academic Advisor's statement in support of this travel

\_\_\_\_\_  
Academic Advisor's signature and date

How will courses be covered in Graduate Student's absence?

Contact information:

\_\_\_\_\_  
Course Coordinator's signature and date

\_\_\_\_\_  
Applicant's signature and date

Approved: \_\_\_\_\_  
Nakhle Asmar, Chair / date

## Source of Funding

If using funding based only on Qualifying or Comprehensive Exams please check here:  and make sure Page 1 Funding section is completed.

If using travel funding other than Graduate Student Travel Funds please complete the following:

Source of Funding – check all that apply:

Analysis       Algebra       Colloquium       Differential Equations

Geometry       Grad       Number Theory

Collaboration with \_\_\_\_\_

Other \_\_\_\_\_

Amount / categories reimbursed by seminar or colloquium \_\_\_\_\_

Amount / categories reimbursed by collaborator \_\_\_\_\_

Amount / categories reimbursed by other source \_\_\_\_\_

Compensation information / categories – Please indicate all that will apply.

Note: when submitting reimbursement request after travel is completed, attach all original receipts and proof of payment. All card transactions should show payment processing or proof with statement

Transportation (what type: mileage, car rental, shuttle, gasoline, etc.?)	
Accommodations (how many nights?)	
Meals (reimburse with receipts or per diem?)	
Other (please explain)	

\_\_\_\_\_  
PI Signature if paid by grant and date

\_\_\_\_\_  
Approving seminar / colloquium organizer signature and date