

GRADUATE STUDENT TRAVEL FUND APPLICATION & PREAPPROVAL

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? (Date) _____

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 amount requested for this trip _____

Continued on second page...

GRADUATE STUDENT TRAVEL FUND APPLICATION: AY 08-09

**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/date

How will your courses be covered in your absence?

Contact information:

Course Coordinator signature/date

Applicant's signature /date

Approved: _____
Nakhle Asmar, Chair/date