

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 awarded from GSS (Applied: Yes / ** No) - Enter as negative number		
*** TOTAL ESTIMATED EXPENSES:	\$	

* 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).

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

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

Approval

Advisor: _____

Graduate Coordinator: _____