

**The Department of Geography**  
**GRADUATE STUDENT REQUEST FOR TRAVEL EXPENSES**  
 (Deadline: Apr. 1)

**PURPOSE OF THIS FORM**

This form is an application for funds to assist with conference travel – and in rare cases, thesis-related travel. You may apply once per fiscal year (May 1 – April 30). **Deadline for applying is Apr. 1.**

Student #	Name	Masters or PhD Program
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**DESTINATION:** \_\_\_\_\_

**DATE(S) OF TRIP:** \_\_\_\_\_

**PURPOSE OF TRIP:**

(You must be presenting a paper or poster at a conference, give the title and authors. Some thesis related travel may also be eligible for funding; please note below if you have other sources of funding available and how much.)

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**OTHER SOURCES OF FUNDING:** \_\_\_\_\_ \$ \_\_\_\_\_

**PROPOSED BUDGET:**

Travel: Specify: Car: (\$.54/km) \_\_\_\_\_  
                                 Air\* \_\_\_\_\_  
                                 Bus\* \_\_\_\_\_  
                                 Other\* \_\_\_\_\_ \$ \_\_\_\_\_

**Meals:** \$ \_\_\_\_\_

**Conference Registration:\*** \$ \_\_\_\_\_

**Other:** (specify) \_\_\_\_\_ \$ \_\_\_\_\_

<b>*RECEIPTS REQUIRED*</b>	<b>TOTAL</b>	<b>\$</b> _____
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_____ Student's Signature	_____ Date	_____ Supervisor's Signature	_____ Date
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**A Travel Expense Form should be completed within 10 days of completion of trip.  
 Original receipts are required.**

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_____ Grad Signature	_____ Date	_____ Amount Authorized	_____ Initials
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Account #: \_\_\_\_\_ Account#: \_\_\_\_\_
