

PLEASE PRINT / COPY IN YELLOW

College of Liberal Arts
Student Travel Request Form

Funds are available only for those students presenting a paper or poster. The department is encouraged to support the student's travel, when possible. It is important to provide all the information requested as this is used for future requests made of the Student Service Fee Committee for additional funds. The Dean allocates:

\$100 for graduate student travel
\$50 for undergraduate student travel

Total Trip Expenses: \$_____ (Student must attach a budget calculation worksheet). See Graduate Student Travel Fund Request Form.

The Department Chair can commit \$_____ for this request. I ask the Dean to determine if there are funds available for this trip.

The Dean's office can commit \$_____ for this request.

Dean's Signature: _____ Date: _____
Dr. Ann Marie Ellis

Student's Name: _____ Department: _____

PLD/ID# _____ Major: _____

- Graduate Student _____
- Undergraduate Student _____

Travel Dates: _____

Purpose of Travel (Name of conference, locations, title of paper or presentation):

_____.

_____ I agree to file the paperwork for reimbursement of funds no later than 2 Weeks after my return (see dates). I understand that failure to do so, forfeits the funds, which will go to another student.

Student's Signature _____ Date _____

Major Advisor _____ Date _____ Department Chair _____ Date _____

- Graduate students must also complete the Graduate College's Travel Fund Request form. Please attach that form to this request.
- Note: It is important to send the student's travel application forward with the funding request. You will be advised by e-mail of the total amount allocated.