

2019-2020

Graduate Student Request for BSCI Travel Funds

for travel between July 1st, 2019 and June 30th, 2020

MUST BE SUBMITTED AT LEAST TWO WEEKS PRIOR TO TRAVEL

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:	\$	

*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 **\$800 max for all PhD and MS students.

***Rental cars require pre-approval; please provide a justification for the request in the comment area.

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

Approval

Advisor: _____

Graduate Coordinator: _____

Department Chair: _____