

The Department of Geography and Environment
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 _____

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) _____ \$ _____

RECEIPTS REQUIRED **TOTAL** \$ _____

Student's Signature _____ Date _____ Supervisor's Signature _____ Date _____

**A Travel Expense Form should be completed within 10 days of completion of trip.
Original receipts are required.**

Grad Signature _____ Date _____ Amount Authorized _____ Initials _____