

Department Resources – Department Policies & Procedures – Purchasing & Accounting:
PROCEDURE – RA, PostDoc, Grad Student Travel Request Form

Policy Statement

All Research Associates, PostDocs, and Grad Student must have approval for all travel PRIOR to travel dates. See P&A office for travel details.

APPLICATION

Name of Requester: _____

Date of Request _____ Supervisor _____

Name of Conference/Professional Meeting: _____

Dates of Conference: From _____ To _____

Location: City _____ Country _____

Purpose of attendance: _____

Attach to this application: (1) Description of Conference/Professional Meeting; (2) estimated costs.

FUNDS REQUESTED

I am requesting \$_____ to travel from _____ (city of departure) to _____ (city and country of destination) and return, and to attend the above named conference/meeting per the attached itinerary.

Requester Signature _____ Date _____

APPROVED DENIED

Signature _____ Date _____
Principal Investigator/Supervisor