

CLAS Graduate Travel Committee/Graduate Student Request for Travel funds*

Date _____ Name _____

Email Address _____

Date of Trip _____ Department _____

Destination(s) _____

Name of Meeting _____

If paper is to be presented, Title of Paper _____

Is the paper/presentation _____ Invited _____ Contributed _____

Status in program:
_____ MA _____ Pre-qualifying exams _____ ABD

Expected date of graduation _____

Anticipated Costs:

Source of Estimate or Explanation:

Travel \$ _____

Pier diem \$ _____

Registration \$ _____

Misc. \$ _____

TOTAL: \$ _____

Funds Requested or Available (excluding this request)

Source Amount

Department \$ _____

awarded/requested (circle one)

_____ \$ _____

awarded/requested (circle one)

_____ \$ _____

awarded/requested (circle one)

_____ \$ _____

awarded/requested (circle one)

Total \$ _____

Total Funds Requested from CLAS: \$ _____

* * * * * * * * * * * *

List the amount and sources of travel funds received from University sources during the last twelve months:

*In addition to this cover sheet, which will be accompanied by the Chair's evaluation, you may submit an additional two pages (maximum) of supporting material. You may include, for example, an abstract of your talk or a letter to the Committee detailing the importance of your receiving travel support at this time.

CLAS Graduate Committee

Request for Funds for Travel

Page Two

This portion to be filled in by Chair and entire application forwarded to the College Travel Committee. Chairs are encouraged to write one cover memo in lieu of this form.

Chair's Evaluation (A brief statement of the appropriateness of this request) and **Ranking of the Proposal relative to others in your Department:**

Dollar amount contributed by the Department:

Ranking from 1 to 5
(1 being the highest)

\$ _____

Chair's Signature