

Graduate Students’ Travel Request Form

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| Date of Submission |  | |
| Student’s Name |  | |
| Student’s PID |  | |
| Name of Conference |  | |
| Destination |  | |
| Departure Date |  | |
| Return Date |  | |
| Purpose of Travel |  | |
| Are you Presenting? Participating on a panel? (Please provide title of paper, name of all authors) |  | |
| Graduate Faculty Sponsor  (co-author, advisor, or program coordinator) |  | |
| Budget | Types of Expense | Expense |
|  |  |
|  |  |
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|  |  |
|  |  |
|  |  |
| Total |  |
| Describe how the travel activity is critical to the mission of the university and your academic development. |  | |
| I have attached the article abstract with this form.  I have never presented this paper at a different regional or national conference. | | |

For Office Use Only

Program Coordinator \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Director of Graduate Studies \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Students will be noticed after the travel request is approved. Upon approval, students will need to fill out the Travel Authorization Request (TAR). The TAR can be found at <http://sciences.ucf.edu/communication/nicholsonresource/forms/>). Send this form along with the TAR to [Wanda.Tummons@ucf.edu](mailto:Wanda.Tummons@ucf.edu).