

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.