

### MSCS Graduate Student Travel Request Form

Today's Date  Name  UIN

Destination  Departure date  Return date

Purpose of Travel/Conference Title

Check One:  Attendee only  Speaking/Presenting, give title of your presentation

#### Estimated Travel Expenses

Mode of Travel  Estimated cost

Registration fee (if applicable) Estimated cost

Lodging Estimated cost

Meal Per Diem (\$32.00 daily) Estimated cost

**Total Estimated Travel Expenses:**

#### Other Funding Sources

**a. You must request funding from your thesis advisor before submitting this Travel Request.**

>> If funding was received, indicate the amount granted.

>> If funding was denied, explain why:

**b. You must request funding from the Graduate College if you are a Presenter/Speaker.**

>> If funding was received, indicate the amount granted.

>> If funding was denied, explain why:

**c. You must request funding from the conference.**

>> If funding was received, indicate the amount granted.

**d. Other Sources**

**Total Funding Expected from Other Funding Sources ( sum of items a. - d.):**

**Difference between "Estimated Travel Expenses" and "Other Funding Sources":**

Business purpose for trip (such as: workshop, conference, professional society meeting, collaboration, etc)

\_\_\_\_\_  
Advisor/Faculty Mentor Signature

\_\_\_\_\_  
DGS Approval

\_\_\_\_\_  
Amount Granted by MSCS

**Note: The traveler pays all expenses. Reimbursement must be requested within 60 days of the traveler's return. To request reimbursement, submit this Travel Request form along with receipts to the Assistant to the Director of Business Affairs (MSCS).**