

**GRADUATE SCHOOL OF ARTS AND SCIENCES**  
**Request for Travel Reimbursement**

*Requests should be made prior to travel. Requests will not be considered more than 90 days after the travel.*

The graduate student listed below has requested financial support from our department to attend an event (e.g., conference, meeting, seminar, etc.) where they will be presenting their work (e.g., paper, poster, talk, etc.). I verify that the student is currently enrolled in our program and making satisfactory progress towards their degree. Our department will contribute towards their travel expenses and we are requesting matching funds from the Graduate School.

\_\_\_\_\_  
Signature (Department Chair / Program Director)

\_\_\_\_\_  
Date

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Department or Program Name: \_\_\_\_\_

Student Name: \_\_\_\_\_

Student's Current Funding: \_\_\_\_\_

Title of Event: \_\_\_\_\_

Location of Event: \_\_\_\_\_

Dates of Event: \_\_\_\_\_

Reason for attending event (e.g., presenting a paper, poster, talk, etc.): \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**Department's Contribution: \$** \_\_\_\_\_

**Requested Matching Funds from the Graduate School: \$** \_\_\_\_\_

*Comments:* \_\_\_\_\_

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