IMSE Graduate Student Travel Request

Students must request funding from the Graduate Student Council and their major professor to be eligible for department travel funds.

Traveler: ___________________________ Date Submitted: ___________________________

Purpose of Travel: ___________________________

Objectives: ___________________________

Plan to achieve objectives through this travel: ___________________________

Expected Expenses:

- Transportation: __________________
- Lodging: __________________
- Registration: __________________
- Meals: __________________
- Other: __________________ (Please Explain): __________________

TOTAL: __________________

Sources:

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<th>Faculty Supervisor Commitment</th>
<th>Amount</th>
<th>Approval</th>
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<td>Department Request</td>
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<td>College Request</td>
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<td>Graduate Student Council</td>
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<td>Attach Copy of GSC Request</td>
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<td>Other University Source:</td>
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<td>Personal Funds Committed:</td>
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TOTAL: __________________

If approved, I agree to provide a trip report to my faculty supervisor and to the IMSE department head within two weeks after I return. The trip report should include:
1. Analysis of achievement of planned objectives
2. General summary of participation in the conference/program/workshop.
3. List of key contacts made.

(For Department Use Only)

Total Funds Previously granted: __________________

Student Signature: __________________ Date: ___________________

Please note: Reimbursement of expenses is limited to the amounts allowed by state travel policies. It is the student’s responsibility to know expense limits and to provide necessary documentation to get reimbursed.