

# 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:	Amount	Approval	Date
Faculty Supervisor Commitment	_____	_____	_____
Department Request	_____	_____	_____
College Request	_____	_____	_____
Graduate Student Council	_____	<u>Attach Copy of GSC Request</u>	_____
Other University Source:	_____	_____	_____
Personal Funds Committed:	_____	<i>Specify Source</i>	_____
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.**