

STUDENT TRAVEL REQUEST FORM

STATISTICS & DATA SCIENCE DEPARTMENT

Student Name (Last, First)	Student Phone Number	Student email
Dates of Travel: From	To	Location (City & State) (travel is to be from Pittsburgh to conference city and return to Pgh only)
Title of Conference, Convention or Activity	Dates of Program:	From To

Description of activity and reason for attendance

- __ attendance; no talk or poster
- __ poster
- __ contributed talk
- __ invited talk; who invited you? _____

Reason for attendance:

Faculty Advisor: _____

- (choose one) I have applied for GSA funding __ yes __ no
- (choose one) __ I have applied for conference funding __ conference funding is not available
- (choose one) My advisor __ can provide partial or full funding __ cannot provide any support

Estimate of expenses requested:

Items	Expenses	
Registration	_____	
Meals (no per diem, must provide receipts)	_____	
Hotel	_____	Total Amount Approved:
Mileage	_____	_____
Airfare	_____	
Location	_____	Account number
Airport	_____	_____
Train Fare	_____	
Miscellaneous Expense	_____	Additional Comments:
Estimated Total	=====	_____

WHEN PROCESSING DOCUMENTS FOR PAYMENT, ORIGINAL RECEIPTS (in your name only and paid by credit card in your name only). ALL EXPENSES MUST BE SUBMITTED, EVEN FOR PARTIAL REIMBURSEMENTS. RECEIPTS MUST BE IN STUDENT'S LEGAL NAME - NO NICKNAMES OR PREFERRED NAMES.

Department Approval	Advisor Approval for Grants:
_____	_____
PhD Dir. or Bus. Mgr.	Signature of Advisor
_____	_____
Date	Date