

STUDENT TRAVEL REQUEST FORM

STATISTICS & DATA SCIENCE DEPARTMENT

Student Name (Last, First)	Student Phone Number	Campus Phone
Title of Conference, Convention or Activity		
Dates of Travel: From To Location (City & State)		
Title of Conference, Convention or Activity		
Dates of Program: From To		
Description of activity and reason for attendance:		

Faculty Advisor (please print)

I have applied for GSA funding

Complete all financial information:

I have checked with conference for funding

Items

Expenses

I have checked with my advisor for funding

Registration

Meals (no per diem, must provide receipts)

Department funding is for students that have no other funding available.

Hotel

Total Amount Approved:

Mileage

Airfare

Account number

Location

Airport

Train Fare

Additional Comments:

Miscellaneous Expense

Total

=====

WHEN PROCESSING DOCUMENTS FOR PAYMENT, ORIGINAL RECEIPTS FOR 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 from Grant:
_____	_____
Signature PhD Director	Signature of Advisor
_____	_____
Date	Date