Carnegie Mellon University
Statistics & Data Science

Student Travel Request Checklist
Requests must be made at least 1 month in advance.

BASIC INFORMATION

Name: _____   Year in

Current Program: _____   Program: _____

Faculty Advisor: _____

Travel Destination: _____   Dates: _____

Conference Name: _____

CHECKLIST

☐ Are you presenting a poster or paper at this conference/event?

☐ Are you an invited speaker?

☐ Is this travel related to work on grant with a faculty member?

Please briefly explain the significance and/or uniqueness of this opportunity: _____
_____

Have you applied for funding from the CMU Graduate Student Assembly (GSA)?

☐ Yes   Date applied: _____   ☐ Did you receive an award?   Amount: $ _____

☐ No

Have you applied for funding from the conference/event you are attending?

☐ Yes   Date applied: _____   ☐ Did you receive an award?   Amount: $ _____

☐ No

Have you asked your faculty advisor if they have funding they could provide you?

☐ Yes   ☐ Have they offered you funding?   Amount: $ _____

☐ No   Faculty supervisor on grant: _____

Funding requested: _____

Funding to be used for: ☐ Registration   ☐ Lodging   ☐ Daily Meals   ☐ Parking

☐ Airfare   ☐ Ground transportation (taxi, shuttle)   ☐ Other: _____

Submit form to Business Manager Laura Butler, Baker Hall 232J, lbutler@stat.cmu.edu.

Date Submitted: _____

APPROVAL NOTES

☐ Approved   ☐ Denied

Amount awarded by Department: $ _____