

Graduate Student Request for Travel Funds – FY 2024

Submit completed form to Administrative Coordinator for processing. Department may be able to fund only a portion of total requested. If approved, Administrative Coordinator will prepare the Travel Request in Concur. Funding will only be provided to Sociology meetings, such as the Southwestern Sociological Association meetings, Southern Sociological Association, Eastern Sociological Association meetings, or American Sociological Association meetings.

Name: _____ Employee ID: _____

Cell: _____

Travel Purpose: _____

Include full name of conference (not just acronym) and your presentation title. Please attach a copy of the abstract that was submitted and a notification of acceptance or conference program.

Destination: _____ Trip Dates: From: _____

Estimated Expenses: _____ To: _____

Airfare:

Rent Car:

Lodging:

Meals:

Parking:

Taxi/Shuttle:

Registration:

Other misc. expenses:

Description:

Estimated Cost:

Description:

Estimated Cost:

Total Requested: _____

Have you been awarded funds by the department this academic year?

Yes _____ No _____ If yes, how much was awarded? \$ _____

Have you applied for matching funds from the College of Liberal Arts and Social Sciences (CLASS) or from the Graduate School?

Yes _____ No _____

Requestor Signature: _____

Date: _____

Faculty Use Only

Department Approved Total: _____

Department Chair Signature: _____

Date: _____

Chartstring 1: _____ Amount: _____

Chartstring 2: _____ Amount: _____