

Sociology Graduate Student Request for Travel Funds – FY 2022

Submit completed form to Administrative Coordinator for processing. Department may be able to fund only a portion of total requested. Chartstring Information to be filled by office staff.

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: _____ ID: _____
Title: _____ Cell: _____
Chartstring 1: _____ Amount: _____
Chartstring 2: _____ Amount: _____

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: _____

Department Approved Total:

Graduate Director Signature: _____ **Date:** _____

Department Chair Signature: _____ **Date:** _____

If approved, Administrative Coordinator will forward to the Travel Assistant in the CLASS Dean's Office for preparation of the Travel Request in Concur. From that point, you will work directly with the Travel Assistant.