

Scholarly Travel Approval E-Form

Request date:

Name:

Email address:

Purpose of travel, including conference name and purpose of attendance:

Responses may include presenting a paper/poster, or chairing/participating in a panel, etc.

Travel dates:

Destination:

If traveling internationally, you must register for the university's International Travel Insurance and Assistance.

Total requested amount: \$

Graduate students can receive up to \$700 per fiscal year (July 1-June 30). Please request the full \$700, regardless of your need, unless you have already received funding this year.

Are you receiving any outside funding (grants from other departments, organizations, etc.) for this conference? If so, please explain:

RETROACTIVE REQUESTS WILL NOT BE PROCESSED.