



Graduate Student Travel

APPLICATION FOR TRAVEL & EXPENSE FUNDS FOR STUDENT PARTICIPATION IN AN OFF-CAMPUS ACADEMIC RELATED CONFERENCE

Name _____ Phone _____

Mailing Address _____

E-mail Address _____ Graduate Student

Graduate Degree Program _____ Graduate Assistant

CONFERENCE INFORMATION

Title/Description _____

Date _____ Location _____

Participating Advisor(s) _____

Approximate Distance (from Fredonia campus) _____ Miles

Presenting paper or poster board session (Attach Abstract)

Topic _____

Attending only

EXPENSES

Travel \$ _____

Conference Fee \$ _____

Lodging & Food \$ _____

Other \$ _____

Total \$ _____

Other Funding Source _____ Amount \$ _____

Student Signature _____ Date _____

APPROVAL

Project Advisor _____ Date _____

Funding Source Authorized Signature _____ Date _____

Amount Approved \$ _____

Chairpersons/Director _____ Date _____

INSTRUCTIONS

Student Travel Form

Student/Conference Information

--When completing the personal information, students should include a local phone number in case there are any questions upon processing the form, and the address to which he/she would like the reimbursement sent.

--In the "Conference Information" area, the title of the conference/ workshop, etc. should be listed, along with the dates and the location that the student will be traveling to. The Approximate Distance is necessary to help compute the reimbursement for students who are presenting at a conference (see below).

Expenses

Approximate expenses should be itemized next to:

- travel (auto mileage/air/train ticket, etc.)
- conference fee
- lodging & food
- other (tolls, parking, taxi, etc.)

Reimbursement Rates

The major PRESENTER will receive up to a maximum amount as indicated on the chart below:

Within 200 Miles from Fredonia	Up to \$150
200 miles to 400 miles from Fredonia	Up to \$250
Over 400 Miles	Up to \$350

--ALL WHO ARE ATTENDING ONLY or accompanying a major presenter WILL RECEIVE A MAXIMUM OF \$150, regardless of distance.

--If additional funding has been obtained from other source(s), indicate the source and amount.

Authorization/Reimbursement Procedures

--Upon completing the form, the student should sign and date the form, have the project advisor or accompanying advisor and the department chairperson sign the form, attach an abstract if you are the major presenter, and forward the completed form to the appropriate dean for approval.

--A copy of the form will be returned to the student's department chairperson after the dean has signed and indicated the approved amount. This copy should be held until the trip is concluded.

--All conference receipts should be attached to the copy and forwarded to the appropriate dean's office for reimbursement processing.

--Reimbursement will not exceed the originally approved amount.