



DATE SUBMITTED:

TRAVELER INFORMATION

First Name: Last Name: AndrewID:

Program: Advisor Name:

Destination: Dates of Travel: Event Dates:
DD/MM/YYYY - DD/MM/YYYY DD/MM/YYYY - DD/MM/YYYY

Full Name of Event/ Conference:
 Title of Paper:

Roommate Name:

ADVISOR APPROVAL

Event Registration Fees

Membership Fees

Lodging

Ground Transportation

Airfare

Rental Car

Visa Fees

Other

Meals (select one)

All itemized meals up to \$

All itemized meals incurred

PhD only: GSA per diem, if eligible

Funding Source:

Discretionary Sponsored/ Federal

Oracle String/ Account Name:
 (If Applicable) Approved overall funding up to \$

STUDENT AND ADVISOR SIGNATURES

I have read and agree to the LTI's
Travel Policies:

I approve the above indicated
travel expenses:

 Student Signature

 Advisor Signature

DEPARTMENTAL FUNDING APPLICATION

Departmental funding is available only once per academic year per student, and is dependant on availability and department approval.

\$250 (attending a conference)

\$750 (presenting at a conference)