

UAH Graduate School Student Request for Travel Funds

Student Information			
<i>Print Name</i>		<i>A Number</i>	
<i>Cell Phone</i>		<i>UAH Email</i>	
<i>Major</i>	<i>Department</i>	<i>Advisor/Mentor</i>	<i>Expected Graduation Date</i>

Conference Information		
<i>Name of Conference</i>		
/ / / /		
<i>Start Date</i>	<i>End Date</i>	<i>Location</i>
<i>Presentation Title</i>		
<i>Co-Author(s) if applicable</i>		<i>Format of Presentation</i>

Estimation of Cost			
<i>Transportation</i>	\$	<i>Miscellaneous</i>	\$
<i>Registration Fee</i>	\$	<i>Other (List):</i>	\$
<i>Personal/Rental Car</i>	\$		\$
<i>Meals</i>	\$		\$
<i>Lodging</i>	\$		\$
		Total	\$

Signatures			
<i>Student's Signature</i>		<i>Committee Chair or Advisor Signature</i>	
<i>Date</i>		<i>Date</i>	
<i>By signing above, you strongly believe conference attendance will be academically or professional beneficial to this student.</i>			
<i>Associate Dean Signature</i>		<i>Graduate Dean Signature</i>	
<i>Date</i>		<i>Date</i>	
<p><i>Associate Deans, please indicate the amount of support you will provide below. Colleges are strongly encouraged to match or exceed funding provided by the Graduate School.</i></p> <p><i>Graduate School, please indicate the amount of support you will provide below. Do not exceed \$250.00.</i></p>			

Funding/Budget Information (to be completed by College and Graduate School)			
<i>Funding Provided by College</i>	\$	<i>Funding Provided by Graduate School</i>	\$
	↓		↓
<i>Budget Unit to be Charged</i>		<i>Budget Unit to be Charged</i>	
<i>Index Number</i>		<i>Index Number</i>	

Please see page two for additional instructions and forms needed.

Additional Notes

- (1) Funding through Graduate School is limited and will be provided for student support only to the extent of availability.
- (2) Funding is only available to currently enrolled UAH students.
- (3) Additional forms must be filed with the UAH Dept. of Accounting and Financial Reporting for reimbursement (see below).

Accounting and Financial Reporting Procedures for Applicant

<i>In-State Travel</i>		<i>Out-of-State Travel</i>	
Prior to Conference	After Conference	Prior to Conference	After Conference
<p>(1) Meet with associate dean and/or appropriate college personnel to request college funding and signatures for this form. If college decides not to offer funding, please enter "\$0" on appropriate lines of page one</p> <p>(2) Request Graduate School funding and signature for this form. If Graduate School decides not to offer funding, please enter "\$0" on appropriate lines of page one. Leave completed form with Graduate School personnel in UC 106</p>	<p>(1) Complete In-State Travel Voucher (available on the UAH Accounting and Financial Reporting website) http://www.uah.edu/finance/forms and obtain college and Graduate Dean's signatures. Return completed form to Laticia Gideon, SKH 225.</p> <p>(2) Submit all receipts (make copies for your records) to Laticia Gideon, SKH 225 when you submit your travel voucher</p> <p>(3) Upon approval, a reimbursement check will be mailed to you within two (2) weeks following submission of travel voucher and receipts.</p>	<p>(1) Meet with associate dean and/or appropriate college personnel to request college funding and signatures for this form. If college decides not to offer funding, please enter "\$0" on appropriate lines of page one</p> <p>(2) Request Graduate School funding and signature for this form. If Graduate School decides not to offer funding, please enter "\$0" on appropriate lines of page one. Leave completed form with Graduate School personnel in UC 106</p> <p>(3) Complete Travel Authorization (TA) (available on the UAH Accounting and Financial Reporting website) http://www.uah.edu/finance/forms. Obtain signatures from college and Graduate Dean. Submit completed travel authorization to Laticia Gideon SKH 225.</p>	<p>(2) Complete Out-of-State Travel Voucher (available on the UAH Accounting and Financial Reporting website) http://www.uah.edu/finance/forms and obtain college and Graduate Dean's signatures. Return completed form to Laticia Gideon, SKH 225.</p> <p>(2) Submit all receipts (make copies for your records) to Laticia Gideon, SKH 225 when you submit your travel voucher</p> <p>(3) Upon approval, a reimbursement check will be mailed to you within three weeks following submission of travel voucher and receipts.</p>