



REQUEST FOR TRAVEL FUNDS 2011-2012

This form must be completed and approved before you take your trip. A maximum reimbursement of \$500 is available per academic year to Ph.D. students in the Humanities, Social Sciences, and Creative Arts, who are **presenting papers or serving on panels at conferences or workshops** between June 1, 2011 and May 31, 2012. Students covered by a grant may not be eligible for travel funds if the grant will cover expenses. Receipts will be accepted **no later** than June 1, 2012, for travel in AY12.

To be eligible for reimbursement, students must be ABD by the end of their 6th year, cannot be on extension, cannot have an outstanding balance on their student account and cannot have a permanent/unexcused incomplete* on their transcript.

Name of student (please print): _____

SSN# (required): _____

E-Mail Address: _____

Phone: _____

Graduate program: _____

Conference title: _____

Date of conference: / /

Location: _____

Title of paper presented: _____

(Please include a copy of the program which confirms presentation or panel participation)

Program Chair Approval: _____ Date: _____

GSAS Approval: _____ Date: _____

1. This form should be submitted to the **GSAS, MS 031, ATTN: Linda Casey**, when program chair approval is received. You will be notified whether or not your request has been approved via letter from the GSAS.
 2. If your request has been approved, ORIGINAL receipts and an expense report (this will be mailed to you with your acceptance letter) should be returned to the GSAS upon your return.
 3. Travel reimbursement is non-taxable.
- * If a permanent/unexcused incomplete is not necessary to satisfy your degree requirements (e.g. you have taken another course to replace the incomplete), please have your graduate chair document this fact in writing. **Questions? Please call Linda Casey at x63409.***

FOR GSAS USE ONLY:	
Outstanding Balance:	_____
Prev.Travel Current Academic year	_____
Permanent/Unexcused Incomplete	_____
ABD 6 th year/no extensions	_____