

GRADUATE STUDENT TRAVEL FORM

NAME OF STUDENT & STUDENT ID

What is your advisor's name?

CONFERENCE/EVENT YOU PLAN TO ATTEND

LOCATION & CONFERENCE WEBSITE

DATE

Are you presenting?

Yes or No

Will you be sharing expenses with anyone else?

Yes or No

Will any of these expenses be paid by the conference?

Yes or No

If yes, please enter the expenses covered by the conference here:

ESTIMATED EXPENSES		
Registration Fee		\$
Airfare		\$
Hotel		\$
Meals		\$
Uber/Taxi/Bus		\$
Airport Parking		\$
Misc (please explain)		\$
Total Estimated Expenses		\$

Need prior approval from: _____ Advisor _____ DGS

Submitted Proposal to Department

Date:

Department Approved/Declined

Date:

At this point the department will create a trip for liability reasons only.

You will need to apply for a Grad College Travel Award upon your return. See link below for instructions.

<https://gss.grad.uiowa.edu/funding/presentation-virtual-conference-funds>

Please keep us informed if you receive a Grad College Travel Award, as we may need to adjust the department award.

Once you return from your trip, please submit a summary sheet with the above expenses listed with all your paid receipts to the department within two weeks of travel.

Submitted summary & paid receipts to dept

Date:

Department/College use only

Sent Renea the amount of award and MFK

Date:

Amount:

MFK: