**GRADUATE STUDENT TRAVEL REIMBURSEMENT WORKSHEET**

YOUR NAME:

TITLE OF MEETING OR CONFERENCE:

LOCATION OF MEETING OR CONFERENCE:

DATE OF MEETING OR CONFERENCE:

ARE YOU PRESENTING? \_\_\_YES \_\_\_\_NO

ARE YOU CURRENTLY A GSR? \_\_\_ YES \_\_\_\_NO

IF YES, DOES THE RESEARCH GRANT PROVIDE FUNDING FOR TRAVEL?

Have you ever been a GSR?

If yes, did you ever receive funding for travel?

HAVE YOU RECEIVED AN EXPENSE REIMBURSEMENT IN THE PAST? EXPLAIN….

CREDIT HOURS COMPLETED?

HAVE YOU COMPLETED YOUR COMPREHENSIVE EXAM? \_\_\_\_ YES \_\_\_\_NO

**ESTIMATE EXPENSES (PLEASE PROVIDE DOCUMENTATION OF YOUR REQUEST IF POSSIBLE):**

TRAVEL:

LODGING:

REGISTRATION FEE:

PRESENTATION MATERIAL PURCHASE:

FOOD:

OTHER…EXPLAIN:

**(RECEIPTS ARE REQUIRED FOR ALL MONEY SPENT. YOU MUST ALSO SUBMIT PROOF OF ATTENDANCE)**

**OUTSIDE OPTIONS:**

Did you apply to GSO?

Did you apply to GPSG?

Are you eligible for PBC