

# UAH Graduate School Student Request for Travel Funds

## Student Information

Print Name

A Number

Cell Phone

UAH Email

Major

Department

Advisor/Mentor

Expected Graduation Date

## Conference Information

Name of Conference

/ / / /

Travel Start Date

Travel End Date

Location

Presentation Title

## Estimation of Cost

Transportation

\$

Meals

\$

Registration Fee

\$

Lodging

\$

Personal/Rental Car

\$

**TOTAL**

\$

## Signatures

Student's Signature

Date

Committee Chair or Advisor Signature

Date

*By signing above, you strongly believe conference attendance will be academically or professional beneficial to this student. This signature is required.*

Department Signature

Date

*Department Chair, please sign if you agree to support the student's travel in any amount. Department support is optional but encouraged.*

College Dean or Associate Dean Signature

Date

*Deans or Associate Deans, please indicate the amount of support you will provide below. **Colleges are strongly encouraged to match or exceed the \$200.00 funding support provided by the Graduate School.***

Graduate Dean Signature

Date

*Graduate School, please sign if student has received proper signatures above and funding is available.*

## Funding/Budget Information (to be completed by College and Graduate School)

	Funding Provide by College (highly encouraged)	Funding Provided by Department (optional)	Funding Provided by Graduate School
Support will be provided:	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Dollar Amount:	\$	\$	\$
Budget Unit to be Charged:			
Index/Account Number:			

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.</p>	<p>(1) Complete In-State Travel Voucher (available on the UAH Accounting and Financial Reporting website) <a href="http://www.uah.edu/finance/forms">http://www.uah.edu/finance/forms</a> and obtain college and Graduate Dean's signatures. Return completed form to Accounting and Financial Reporting, 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.</p> <p>(3) Complete Travel Authorization (TA) (available on the UAH Accounting and Financial Reporting website) <a href="http://www.uah.edu/finance/forms">http://www.uah.edu/finance/forms</a>. Obtain signatures from college and Graduate Dean. Submit completed travel authorization to Accounting and Financial Reporting, SKH 225.</p>	<p>(2) Complete Out-of-State Travel Voucher (available on the UAH Accounting and Financial Reporting website) <a href="http://www.uah.edu/finance/forms">http://www.uah.edu/finance/forms</a> and obtain college and Graduate Dean's signatures. Return completed form to Accounting and Financial Reporting, 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>