

Date Received:

GRADUATE STUDENT PROFESSIONAL DEVELOPMENT GRANT

Travel Reimbursement Form

Only fill this out if you filled out the Travel Application prior to travel and were approved for funding. This form must be submitted to the Graduate College – Lucas Hall within 10 days after completion of travel. Only registration and lodging will be reimbursed up to \$250 per person per academic year. One professional conference per person per academic year is eligible for possible reimbursement.

Name: _____ Student ID# _____

Dates of Travel: _____

Conference Name: _____

Cost of Registration: \$ _____ (please attach receipt)

Your Cost of Lodging: \$ _____ (please attach receipt)

Total Cost of Lodging: \$ _____

of People in Hotel Room: _____

Total Amount of Money being requested: \$ _____

To be completed by Applicant:

I certify this to be a true and accurate statement of the costs of registration and lodging incurred in attendance of _____ (conference name), which aided in my professional development. I certify that lodging was completed in the most economical way possible. I also certify that none of these expenses has been or will be reimbursed to me from any other source.

Signature: _____ Date: _____ Phone: _____

Printed Name: _____ E-mail: _____

To be completed by Department Chair:

I have examined this reimbursement request and certify that it is a just and reasonable cost for the above stated conference.

Signature: _____ Date: _____ Phone: _____

Printed Name: _____ E-mail: _____

GSC Chair/Advisor Approval Signature: _____ Date: _____

Amount Approved: \$ _____