



STUDENT TRAVEL REQUEST FORM
Department of Earth and Planetary Sciences

Note: Students requesting travel support from the department (and/or from their graduate advisor) to attend a scientific meeting (AGU, GSA) must, prior to making any travel arrangements, fill out this form, attach a copy of the submitted abstract, have the form approved and signed by the students advisor, and submit the completed/approved form to the department Business Office Room 250A.

Name:
Meeting:
Meeting Date:
Place:
Participation-poster/presentation (if presentation, provide title):

ESTIMATED TRAVEL COST (Budget):

Transportation

Airfare (US Carrier only) \$
Train: \$
Auto Rental (must attach rental contract to TABER): \$
Gasoline (auto rentals only) \$
Taxi, Bus, Limo, Ferry, etc. \$
Vehicle Mileage @ \$0.31/mile: miles \$
(personal vehicle only):

Accommodations and Other Expenses

Lodging \$
Meals \$
Registration Fee (must register prior to deadline): \$
Abstract Fee: \$
Parking \$
Tolls \$
Other (please explain): \$

Total Estimated Travel Cost US\$

ANTICIPATED FUNDING

Department (for meetings only - \$500 cap per meeting/year approved by Chair) \$
Other (self, external grant) \$
Advisor (amount to be confirmed below by Advisor) \$

TRAVEL AMOUNT/CAP APPROVED BY ADVISOR/PI.....US\$

Signature of person named on top line. Please sign and date.

Signature of Advisor/PI (person whose grant is being charged). Please sign and date.

Horizontal lines for signatures