

Pre-travel approval form

Please submit this form (with advisor signature) to the main office at least THREE weeks prior to requested departure.

Student's name: _____

Purpose of travel: Conference/Workshop Field Research (see pg. 2)

Travel Destination (city, country): _____

Conference Dates or Dates of Data Collection (mm/dd/yy) _____ to _____

If Conference/Workshop: Conference/Workshop name: _____

Title of your talk/poster (can be preliminary): _____

ESTIMATED CONFERENCE PARTICIPATION COSTS

Conference registration fee (if applicable): _____ (a)

Transportation costs (if airfare: economy airfare, including all taxes and fees): _____ (b)

Travel to destination Date of departure (mm/dd/yy): _____

If flying: Airline(s) and flight number(s): _____ Departure airport: _____ Arrival airport: _____

If train/bus: Company name, train/bus #: _____ Dep station: _____ Arr station: _____

If other (e.g. driving), distance of planned route: _____

Travel from destination: Date of travel (mm/dd/yy): _____

If flying: Airline(s) and flight number(s): _____ Departure airport: _____ Arrival airport: _____

If train/bus: Company name, train/bus #: _____ Dep station: _____ Arr station: _____

If other (e.g. driving) distance of planned route: _____

Nightly accommodation cost \$ _____ (incl. taxes and fees) x _____ nights: _____ (c)

Poster printing cost (if applicable) _____ (d)

Total estimated conference cost (sum of (a)+(b)+(c)+(d)) TOTAL: _____

If needed, submit a price-comparison document along with this form. See department travel policy for instructions.

When you return, please fill out the **Travel Expense Form**. For reimbursement, itemized receipts must match each listed expense and must include proof of payment. Your Travel Expense Form with attached receipts must be submitted by the departmental deadline specified in the travel funding policy.

SIGNATURES AND ADVISOR APPROVAL

Student's signature

Today's date

Advisor approval: Advisor name and signature

Today's date

FOR FIELD RESEARCH TRAVEL only, please complete pg. 2 below:

The Student should provide a brief DESCRIPTION OF THE RESEARCH ACTIVITY to be conducted in the field. The description should make it clear why travel is required.

The Advisor should provide a brief STATEMENT OF THE RELEVANCE of the research to be conducted to the student's research program.