REQUEST FOR SUPPLEMENTAL SUPPORT FOR
GRADUATE STUDENT TRAVEL
(This form must be submitted prior to travel and as early in the fiscal year as possible)

Student Name: __________________________ Date: __________________________
Department: __________________________ Advisor Name: __________________________
Dates of Travel: From: _______________ To: _______________

Purpose of Travel (Location, name of conference or workshop, dates of attendance, brief description of the purpose of the travel, and presentation title):
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

Benefits of travel to the student, department, and/or college:
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

Estimate Total Cost of Travel: (according to UA policies)

<table>
<thead>
<tr>
<th>Item</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Transportation</td>
<td>$______</td>
</tr>
<tr>
<td>Registration</td>
<td>$______</td>
</tr>
<tr>
<td>Lodging</td>
<td>$______</td>
</tr>
<tr>
<td>Meals</td>
<td>$______</td>
</tr>
<tr>
<td>Other</td>
<td>$______</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td>$______</td>
</tr>
</tbody>
</table>

Student’s Signature: ______________________________________ Date: _______________

Funding: (This portion to be completed by Dept. Head)

$________________________ Department Head

Describe sources of funding stated above:
________________________________________________________________________
________________________________________________________________________

Student is:  □ Full Time  □ Part time

Date __________________________$________________________
Craig Edmonston
Associate Dean for Administration

*Please Return to Associate Dean for Administration Office, 306 Graduate Education Building*

Revised 9/30/2009