Student Travel Approval

Student Name: ________________________________
Dates of travel: _____________________________
Destination: _________________________________

Advisor Name: ________________________________
Chartstring #: ________________________________

This student is traveling for the benefit of research conducted under my guidance for the following purposes (check all that apply):

__ Observational research
__ Presentation of research results
__ Collaborative meetings relating to research
__ Other, please specify:

In most cases, travel for the purpose of university business is not taxable, however the Treasurer's Office makes that determination based on the information provided in this form. Please, therefore, be as specific as possible as to the reason for your travel.

Authorized by: ________________________________ Date: ________________

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If you are planning on using funds from your graduate student travel expense account, check your account balance with Polly and write the amount here. $___________