

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: _____

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. \$ _____