# Student Travel Request Checklist

Requests must be made at least 1 month in advance.

## BASIC INFORMATION

<table>
<thead>
<tr>
<th>Name:</th>
<th>Year in Current Program:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Current Program:</td>
<td>Program:</td>
</tr>
<tr>
<td>Faculty Advisor:</td>
<td></td>
</tr>
<tr>
<td>Travel Destination:</td>
<td>Dates:</td>
</tr>
<tr>
<td>Conference Name:</td>
<td></td>
</tr>
</tbody>
</table>

## CHECKLIST

- [ ] Are you presenting a poster or paper at this conference/event?
- [ ] Are you an invited speaker?
- [ ] Is this travel related to work on grant with a faculty member?

Please briefly explain the significance and/or uniqueness of this opportunity:

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

Have you applied for funding from the CMU Graduate Student Assembly (GSA)?
- [ ] Yes  Date applied:  ____________  Did you receive an award?  Amount:  $ ________
- [ ] No

Have you applied for funding from the conference/event you are attending?
- [ ] Yes  Date applied:  ____________  Did you receive an award?  Amount:  $ ________
- [ ] No

Have you asked your faculty advisor if they have funding they could provide you?
- [ ] Yes  Have they offered you funding?  Amount:  $ ________
- [ ] No  Faculty supervisor on grant:  ________________________

Funding requested:  ________________________

<table>
<thead>
<tr>
<th>Funding to be used for:</th>
<th>Registration</th>
<th>Lodging</th>
<th>Daily Meals</th>
<th>Parking</th>
</tr>
</thead>
<tbody>
<tr>
<td>Airfare</td>
<td>Ground transportation (taxi, shuttle)</td>
<td>Other:</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Submit form to Business Manager Laura Butler, Baker Hall 232J,  lbutler@stat.cmu.edu.

Date Submitted:  ________________

## APPROVAL NOTES

- [ ] Approved  -  [ ] Denied

Amount awarded by Department:  $  ____________