

## Student Travel Request Checklist

Requests must be made at least 1 month in advance.

### BASIC INFORMATION

Name: \_\_\_\_\_ Year in \_\_\_\_\_  
Current Program: \_\_\_\_\_ Program: \_\_\_\_\_  
Faculty Advisor: \_\_\_\_\_  
Travel Destination: \_\_\_\_\_ Dates: \_\_\_\_\_  
Conference Name: \_\_\_\_\_

### 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: \_\_\_\_\_

- Funding to be used for:
- Registration     Lodging     Daily Meals     Parking
  - Airfare     Ground transportation (taxi, shuttle)     Other: \_\_\_\_\_

Submit form to Business Manager Laura Butler, Baker Hall 232J, [lbutler@stat.cmu.edu](mailto:lbutler@stat.cmu.edu).

Date Submitted: \_\_\_\_\_

### APPROVAL NOTES

- Approved       Denied

Amount awarded by Department: \$ \_\_\_\_\_