Student Travel Award Funding Checklist

Traveler name:

Department:

Student status: Graduate Student ☐ Undergraduate student ☐

Travel Dates:

Destination:

Purpose:

Narrative attached? Yes ☐ No ☐

If student – Is documentation on acceptance to present paper or participate in a panel attached? Yes ☐ No ☐

Travel application complete? Yes ☐ No ☐

Meets Criteria for travel award: Yes ☐ No ☐ Maybe ☐

Has applicant received Travel Award Funding from the Dean's office in the current fiscal year (July 1st – June 30th)? Yes ☐ No ☐

Budget:			
Additional funding sought and acquired: (please list):			
Requested from home Dept.		Amount?	Received? Yes ☐ No ☐ Unknown ☐
Requested from:		Amount?	Received? Yes ☐ No ☐ Unknown ☐
Requested from:		Amount?	Received? Yes ☐ No ☐ Unknown ☐
Comments:			
Recommended amount for the Dean to approve:	Domestic travel: $	International travel: $	
Amount the Dean has approved:	Domestic travel: $	International travel: $	Dean's Signature: Date:

Distribution after approval: Fiscal Operations Manager / Department