

Graduate Student Travel Award Department Pre-Approval

Please review the requirements before completing this application. This document must include all signatures along with attached supporting documentation and submitted via the online application form. Incomplete applications will be deemed ineligible.

Student Information:

Name: _____ ID: _____ Date: _____

Conference Paper/Poster Title: _____

Location and Dates of Travel: _____

Travel Award amount requested: _____

Department verification:

The applicant named above has applied for travel funds from the Office of Research & Innovation. Your signature verifies that you support the applicant's application and that, if awarded, the college/department agrees to coordinate the funds for student travel and process the student's expense report. **In addition, the college/department agrees to supply supplemental funding in the amount listed below.**

Supplemental amount provided by college/dept.: _____ Chartstring: _____

_____	_____	_____
Dept Chair	College	Dept

_____	_____	_____
Dept Representative	Email	Date

_____	_____	_____
PI (if applicable)	Email	Date

For Student Research Development use only:

_____	_____	_____
Amount Approved	DRI-SRD Approval Staff	Date

_____	_____	_____
Expense to Chartstring	DRI-SRD - DRI Budget Officer	Date

Please review the Graduate Student Travel Award Application Instructions for a list of supporting documents that must be included with this pre-approval form to complete your application.