

Graduate Student Travel Award Department Pre-Approval

Please review the requirements before completing this form. This document must include all signatures along with Travel Award Budget Proposal and be submitted via the online application. Incomplete forms will be deemed ineligible.

Student Information:

Name: _____ ID: _____ Date: _____

Conference Paper/Poster Title: _____

Location and Dates of Travel: _____

Total amount Travel Award requested: \$ _____

Department verification:

The applicant named above is applying for travel funds from the Student Research Development - Division 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.: \$ _____

College	Department	Dept ID
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Major Professor/PI	Signature	Date
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Dept Contact/Rep.	Email	Date
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Dept Chair/Chair's Designee	Signature	Date
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For Student Research Development use only:

Amount approved	DRI-SRD Approval staff	Date
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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.