

Department of Biological Sciences
GRADUATE STUDENT TRAVEL APPROVAL FORM

This form is to be submitted to the Chair for approval prior to any professional travel. It serves as notice to the Department of travel plans, provides a record in case of insurance claims, and is used for reimbursement approval.

1. Please keep all original receipts and airline itinerary (if traveling via air) for submission with reimbursement form.
2. Depending upon approved amount, registration and airfare could be processed directly by the Department. See office executive assistant for airline reservations and stockroom personnel for registrations.

NAME _____ DATE _____

ACADEMIC ADVISOR _____ DEGREE MASTERS PhD

EVENT DATES _____

DESTINATION _____

PURPOSE OF TRAVEL (Include name of conference/meeting) _____

YES NO ARE YOU PRESENTING A PAPER/POSTER (required for funding. If applicable, attach copy of abstract to this form)?

YES NO ARE YOU WILLING TO POST GRADUATE PROGRAM RECRUITMENT FLYERS?

YES NO HAVE YOU RECEIVED FUNDS FOR ANY OTHER TRAVEL DURING CURRENT ACADEMIC YEAR

YES NO HAVE YOU REQUESTED FUNDS FROM GRADUATE STUDENT SENATE (if requested & approved, forward your confirmation email to chess@bgsu.edu)? You are eligible to get funds for two research conferences per fiscal year from GSS.

ESTIMATED EXPENSES: _____

TRAVEL BY: CAR PLANE TRAIN BUS

LODGING: _____

MEALS: _____

REGISTRATION: _____

OTHER (specify): _____

TOTAL AMOUNT OF REIMBURSEMENT REQUESTED: _____

No reimbursement requested. Information provided for information and insurance purposes.

AMOUNT APPROVED \$ _____

COMMENTS _____

CHAIR SIGNATURE _____

Copy of signed form to be returned to requesting graduate student.