



Department Student Travel Award Application

Date: _____

Name: _____ Email: _____

Faculty Advisor: _____

Dates of Travel: _____ to _____

Location*: _____

*If traveling internationally students must enroll in the UIC Travel Roster and obtain UIC's travel insurance. See Business Manager for details.

Name of Event and Sponsoring Organization:

Nature of participation in event:

This form must be submitted for approval to the Business Manager prior to incurring any travel expenses and submitted with request for advanced travel purchase from the Department and/or with reimbursement request.

Approval signature

Date

Graduate students are eligible to apply for departmental travel funds up to \$800 during each fiscal year (July 1-June 30) to support giving a presentation at a professional conference.

Please note the following: **1)** Allowable expenses include lowest available airfare, registration fees, membership fees (only if needed for discounted registration), poster printing, lodging, transportation, and meal per diem, all within allowable limits. **2)** Original receipts must be submitted within 60 days of travel return in order to receive reimbursement. **3)** Refer to psch.uic.edu and search "forms" for reimbursement forms and important information on reimbursement documentation requirements. **4)** Fiscal Years cannot be combined to fund requests over the maximal amount and do not roll over. **5)** Travel taking place at the end of a fiscal year must be submitted no later than 10 days into the new fiscal year for reimbursement out of the previous years funds. **6)** Award amounts are subject to change July 1st each year. **7)** Students are encouraged to also apply to the Graduate College's Student Presenter Award and the Graduate Student Council Travel Award to assist with travel expenses.

Traveler's signature

Date