



## 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 during each fiscal year up to \$600.00 (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](http://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 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*