



## 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. Contact Jennifer Vaisnoras for details and /or refer to previous emails.

Name of Event and Sponsoring Organization:

\_\_\_\_\_

Nature of participation in event:

\_\_\_\_\_

\_\_\_\_\_

**This form must be submitted for approval to Jennifer Vaisnoras prior to incurring any travel expenses and submitted with the request for purchases and/or reimbursement from the Department.**

\_\_\_\_\_  
*Approval signature*

\_\_\_\_\_  
*Date*

Graduate students are eligible to apply for departmental travel funds during each fiscal year up to \$800.00 (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)**Fiscal Years cannot be combined to fund requests over the maximal amount and do not roll over. **4)**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. **5)**Award amounts are subject to change July 1st each year. **6)** 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 as well as seek support from their faculty advisor.

\_\_\_\_\_  
*Traveler's signature*

\_\_\_\_\_  
*Date*