

Date: September XX, 2018

To: MICHAEL MULLIGAN, Associate Dean  
School of Biological Sciences

Via: JIM HICKS, Chair  
Department of Ecology and Evolutionary Biology

From: XXXXX  
Department of Ecology and Evolutionary Biology

RE: Request for Travel Funds

I am writing as a graduate student to request funds from the school for travel expenses associated with my attendance of the annual meeting of the XXXX. The meeting will take place in XXX on XXX. I will be presenting a paper on XXXX, which represents part of my dissertation work.

My anticipated expenses are as follows:

Airfare:	\$400
Registration:	\$160
Accommodations:	\$250
<b>Total:</b>	<b>\$810</b>

Please note that I have not yet received any travel funds this year.

Thank you for considering my request,

cc: Meranda Aguilar, Graduate Affairs Coordinator

Please send completed paperwork to Meranda Aguilar, [merandaa@uci.edu](mailto:merandaa@uci.edu).

**Ecology and Evolutionary Biology**  
Graduate Student Travel Request Form

Date of Request:

Name of student:

Faculty Advisor:

Date entered EEB Program:

Name and location of meeting:

Dates of conference:

Dates of travel:

Will the traveler be presenting a talk or poster at the meeting?

Are there student co-authors on the talk or poster that are also requesting travel

funds? Was the research conducted while the traveler was a student at UCI?

Give a short estimated budget for the travel.