

## SAMPLE TRAVEL REQUEST

### PAGE 1

Date: \_\_\_\_\_

To: MICHAEL MULLIGAN, Associate Dean School of Biological Sciences

Via: TRAVIS HUXMAN, Chair

Department of Ecology and Evolutionary Biology

From: STUDENT NAME

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 (organization). The meeting will take place in (location) on (list dates of the conference). I will be presenting a paper on (subject area), which represents part of my dissertation work. My anticipated expenses are as follows:

Airfare:	\$ 850.00
Registration:	\$ 80.00
Accommodations:	<u>\$ 100.00</u>
Total:	\$ 1,030.00

Please note that I have not yet received any travel funds the 2019-2020 academic year.

Thank you for considering my request.

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(Student Signature)

cc: Graduate Affairs Coordinator

### Sample EEB Student Travel Request Form PAGE 2

Date of Request:

Name of student traveler:

Faculty Advisor:

Year started Program with EEB:

Name and location of meeting:

Dates of conference:

Dates of travel:

Any personal travel dates? If yes, please provide clarification:

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?