

GRADUATE STUDENT TRAVEL FUNDING REQUEST

Instructions:

- 1 Ask advisor to send supporting email to Graduate Coordinator.
- 2 Complete this form and submit it to Graduate Coordinator at least 6 weeks prior to trip.
- 3 If your funding request is approved, you will use concur.uoregon.edu to continue the travel reimbursement process.

Name	Trip dates:
UO ID	Departure
Destination	Return
<i>City, State/Country</i>	

Event Name

Organization

Circle participation type. If b. or c., attach or email letter of invitation.

- a. Attending only
- b. Present paper/talk. Please include title:

.....
c. Other invited activity. Please describe:

Circle how you will book airfare: Concur Travel Agent Self* NA

Costs (best estimate if not yet purchased)

Airfare:

Ground Travel: (Trains, taxis, busses, etc)

Registration:

Lodging:

Meal Per Diem: Enter number of days (0 if not claiming).

Other funding: Will an outside entity also provide financial support for this trip?

no

yes

How much: Who:

If for specific travel expenses, please list them:

Have you received travel funds from the Travel Committee this year?

no

yes

How much:

When:

Sign here:

Date:

*If booking your own airfare, you must provide comparison from Concur.

OFFICE USE ONLY

INDEX & Activity Code:

REQUEST TOTAL:

Action	Date	Result/Comment
Form Received		
Advisor Email Received		
Request to Travel Committee		
Travel Committee Decision		
Added to Shadow(s)		
Added to GE Travel Calendar		
CONCUR REQUEST PHASE		
Concur request created		
Notified traveler		
Submitted for Approval		
Approvals	Sherilyn Schwartz	Dan Dugger
Airfare Purchased		
CONCUR EXPENSE PHASE		Travel Completion Date
Expense Report created		
Credit card transactions moved		
Event agenda obtained		
Expense list approved		
Notified traveler		
Submitted		Report printed and saved
Approvals	Sherilyn	Travel
Paid Date	Amount	Check #
Document #		
Updated Shadow		