GRADUATE STUDENT TRAVEL FUNDING REQUEST

Instructions:
1. Ask advisor to send supporting email to Finance Coordinator.
2. Complete this form and submit it to Finance 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 ___________________________ UO ID ___________________________

Destination ___________________________ City, State/Country ___________________________

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, buses, etc)
   Registration: ___________________________
   Lodging: ___________________________
   Meal Per Diem: ___________________________ Enter number of days (0 if not claiming).

Other funding: Will anyone else (advisor, conference host) 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 you purchase airfare outside of the UO system, you will NOT be reimbursed.
## REQUEST TOTAL:

<table>
<thead>
<tr>
<th>Action</th>
<th>Date</th>
<th>Result/Comment</th>
</tr>
</thead>
<tbody>
<tr>
<td>Form Received</td>
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<tr>
<td>Advisor Email Received</td>
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<tr>
<td>Request to Travel Committee</td>
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<tr>
<td>Travel Committee Decision</td>
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<tr>
<td>Added to Shadow(s)</td>
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<tr>
<td>Added to GE Travel Calendar</td>
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</tbody>
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### CONCUR REQUEST PHASE

- Concur request created
- Notified traveler
- Submitted for Approval
- Approvals: Sherilyn Schwartz, Dan Dugger
- Airfare Purchased

### CONCUR EXPENSE PHASE

- Expense Report created
- Credit card transactions moved
- Event agenda obtained
- Expense list approved
- Notified traveler
- Submitted: Report printed and saved
- Approvals: Sherilyn
- Paid Date: Travel
- Document #: Check #
- Updated Shadow