

**School of Public and Environmental Affairs
Request for Doctoral Student Travel**

Name _____ Date _____
Email _____ Travel Dates: _____ to _____

Section A (Required)
Meeting Name: _____ Meeting Dates: _____
Meeting Location: _____
Describe the nature and extent of participation: _____ _____
Significance of the travel to your progress in the program: _____ _____

Section B (Optional: Complete if you are presenting a paper or poster)																		
Do you intend to present a paper? <i>If yes, attach abstract.</i>	Yes	No																
Has it been accepted? <i>If yes, please attach official acceptance.</i>	Yes	No																
Have you given a practice presentation?	Yes	No																
Date practiced or date expected to practice.																		
Briefly describe how the presentation will benefit your professional development. _____ _____																		
<table border="1" style="margin: auto; border-collapse: collapse;"><tr><td colspan="2">Estimated Budget:</td></tr><tr><td style="text-align: right;">Registration Fee</td><td style="text-align: right;">\$</td></tr><tr><td style="text-align: right;">Travel</td><td style="text-align: right;">\$</td></tr><tr><td style="text-align: right;">Lodging</td><td style="text-align: right;">\$</td></tr><tr><td style="text-align: right;">Food</td><td style="text-align: right;">\$</td></tr><tr><td style="text-align: right;">Other</td><td style="text-align: right;">\$</td></tr><tr><td style="text-align: right;">Total</td><td style="text-align: right;">\$</td></tr></table> <table border="1" style="margin: auto; border-collapse: collapse;"><tr><td style="text-align: right;">Amount requested (max. \$925):</td><td style="text-align: right;">\$</td></tr></table>			Estimated Budget:		Registration Fee	\$	Travel	\$	Lodging	\$	Food	\$	Other	\$	Total	\$	Amount requested (max. \$925):	\$
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Food	\$																	
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Total	\$																	
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Do you have a matching fund?	Yes	No																
If yes, indicate source and amount: _____																		

Section C (Optional: Complete if you are attending a workshop that requires an additional registration fee. You may complete this section regardless of whether you are presenting.)			
Workshop Name: _____			
<table border="1" style="margin: auto; border-collapse: collapse;"><tr><td style="text-align: right;">Registration Fee</td></tr><tr><td style="text-align: right;">Amount Requested (max. \$200)</td></tr></table>		Registration Fee	Amount Requested (max. \$200)
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Please attach a copy of any relevant supporting documentation.

Approved by _____ Amount _____
Date _____