GRADUATE STUDENT TRAVEL FUNDING REQUEST

**Instructions:**
1. Ask advisor to send supporting email to Math-travel@lists.uoregon.edu
2. Complete this form and submit it to Math-travel@lists.uoregon.edu at least 6 weeks prior to trip.
3. If your funding request is approved, you will use concur.uoregon.edu to continue the travel request process. The CBO Travel Technician for ASU8 can assist in this process, who can be found here https://casdas.uoregon.edu/cbo/cbo-directory/.

<table>
<thead>
<tr>
<th>Name</th>
<th>Trip dates:</th>
</tr>
</thead>
<tbody>
<tr>
<td>UO ID</td>
<td>Departure</td>
</tr>
<tr>
<td></td>
<td>Return</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Destination</th>
<th>City, State/Country</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Event Name</th>
<th>Organization</th>
</tr>
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<tbody>
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</tbody>
</table>

Circle participation type. Then please include letter of invitation and/or link with request.

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

- c. Other invited activity. Please describe:
  
  ____________________________

<table>
<thead>
<tr>
<th>Circle how you will book airfare:</th>
<th>Concur</th>
<th>Travel Agent</th>
<th>Self*</th>
<th>NA</th>
</tr>
</thead>
</table>

**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 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: __________

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*If you purchase airfare outside of the UO system, you will NOT be reimbursed.

Additional UO Student travel policies can be found here https://ba.uoregon.edu/travel/student-travel