



The Graduate School

Graduate Student Travel Support for Research and Professional Development

This form is to request travel funding (max. of \$100) to conduct research and/or pursue professional development appropriate to your degree.
This form must be completed, approved, and submitted to the Graduate School Office **NO FEWER THAN 14 DAYS BEFORE TRAVEL IS TO BEGIN.**

Name: _____
Winthrop ID# _____
College: _____

Dates of Trip: _____
Destination: _____
Program: _____

Justification for Travel:

Please provide complete details of your research or professional development activity.

Estimated Cost: To Be Reimbursed:

Mileage: _____
Meals: _____
Lodging: _____
Registration: _____
Transportation: _____
Other: _____

Mileage is reimbursed at \$0.50/mile

To Be Prepaid:

Total Requested
\$ _____

Mode of Transportation:

Rental Car Personal Vehicle Airline Other

- Student
- Non-Employee *
- Employee

Signature of Traveler/Date

Graduate Program Director Approval/Date

Graduate School Approval/Date

\$ _____
Approved Amount