



## Graduate Student Travel Support for Research and Professional Development

This form is to request travel funding (max. of \$200) 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.**

<b>Name:</b>	<b>Dates of Trip:</b>
<b>Winthrop ID#</b>	<b>Destination:</b>
<b>College:</b>	<b>Program:</b>

**Justification for Travel:**

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

<b>Estimated Cost:</b>	<b>To Be Reimbursed:</b>	<b>To Be Prepaid:</b>
<b>Mileage:</b>	<input style="width: 100%;" type="text"/>	<b>Total Requested</b> \$ <input style="width: 100%;" type="text"/>
<b>Meals:</b>	<input style="width: 100%;" type="text"/>	
<b>Lodging:</b>	<input style="width: 100%;" type="text"/>	
<b>Registration:</b>	<input style="width: 100%;" type="text"/>	
<b>Transportation:</b>	<input style="width: 100%;" type="text"/>	
<b>Other:</b>	<input style="width: 100%;" type="text"/>	

Mileage is reimbursed at \$0.50/mile

**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	\$ <input style="width: 100%;" type="text"/> Approved Amount