

COLUMBIAN COLLEGE OF ARTS & SCIENCES
Trachtenberg School of Public Policy & Administration

Scholarly Travel Approval E-Form

Request Date:

Name:

Email Address:

Purpose of Travel, including conference name and purpose of attendance:

Responses may include presenting a paper/poster, or chairing/participating in a panel, etc.

Travel Dates:

Destination*:

**If traveling internationally, you must register for the University's International Travel Insurance and Assistance*

FINANCIAL REQUEST:

Total Requested Amount: \$

Graduate students can receive up to \$600 per fiscal year (July 1-June 30). Reimbursements must be submitted within 30 days of travel and all submissions received by TSPPPA no later than June 10th. Note that regardless of the reimbursement amount up to the \$600 limit, supporting documentation in the form of an actual receipt is required.

Are you receiving any outside funding (grants from other departments, organizations, etc.) for this conference? If so, please explain:

RETROACTIVE REQUESTS WILL NOT BE PROCESSED.