

Graduate Student Travel Reimbursement Form

1. Complete Part 1.
2. If you have a thesis adviser, ask him/her to complete Part 2 below.
3. Bring this form, a copy of the original email approving amount of reimbursement, and all original itemized receipts to Marci in the Mathematics Graduate Office.

Part 1. To be completed by student

Name: _____

NetID: _____

Are you an employee of the U of I? Yes No

Title of Conference: _____

Location of Conference (City/State): _____

Trip start: Date: _____ Time: _____ Trip end: Date: _____ Time: _____

Did you speak (or present a poster) at this conference? Yes No

Title of Talk (or Poster): _____

Travel Expense details (receipts submitted) _____

Total reimbursement claimed \$ _____

Part 2. To be completed by the Thesis Adviser

I can provide \$ _____ towards the cost of this trip.

Account to charge: _____

Signature: _____ Date: _____

Part 3. To be completed by Director of Graduate Studies

Amount \$ _____ Signature: _____

Account to Charge: _____ Date: _____