TEXAS TECH UNIVERSITY
College of Human Sciences

Human Development & Family Sciences™

HDFS Graduate Student Travel Request

Form must be submitted via email to Graduate Program Director (copy Graduate Program Coordinator) at least 45 prior to travel to be considered for funding.

Name: _____ **R#**: _____ **Date**:_____ **Classification** (MS or PhD): _____

Destination: _____ **Date of Departure**: _____ **Date of Return**: _____

Have you traveled this academic year? Yes ☐ No ☐ **If yes, when**? _____
Will class be affected during travel? Yes ☐ No ☐
If yes, what arrangements have been made? _____
Is this related to your thesis? Yes ☐ No ☐ **Are you the presenting author**? Yes ☐ No ☐
Related to your 7000 project? Yes ☐ No ☐ **Related to your dissertation**? Yes ☐ No ☐
Is this travel request to attend an additional conference for this academic year (PhD students only)? Yes ☐ No ☐
Is this travel request to attend a training for this academic year (PhD students only)? Yes ☐ No ☐
Has your advisor been made aware of this travel and approved? (advisor approval needed if attending conference in which student isn't presenting and must attach advisor approval)
Yes ☐ No ☐ Advisor name:_____ Date approved: _____

Full name of conference:_____(conference name spelled out)
Conference and/or Training website:_____(attach website link here)
Name of Authors: _____
Purpose and benefit of trip (clear explanation and how trip benefits TTU is required):
_____

Estimated Expenses: Is an advance being requested for this travel? Yes ☐ No ☐ (please indicate below what you are requesting an advance for by selecting the appropriate box:
Pre-paid Non-Prepaid

☐ **Conference Registration Fee (use p-card)**: $_____
Airfare: $_____
☐ ☐ **Lodging**:$_____(if not staying at conference hotel per diem must be followed (https://www.gsa.gov/travel/plan-book/per-diem-rates). If conference hotel is full, a notice stating so is required by hotel. If there are multiple conference hotels or overflow is being held at another hotel documentation will be required). Conference program needs to be submitted upon return verifying this was a conference hotel to be reimbursed for per diem overage.
Will you be sharing a room? Yes ☐ No ☐ Who with: _____
☐ **Meals** (all receipts will be required to submit upon return): $_____
☐ **Fuel** (receipts are required upon return when driving personal vehicle): $_____
Mileage Calculator (filled out by Coordinator) will be used to determine amount of reimbursement when driving personal vehicle. Whichever difference is less between renting a car or using personal vehicle will be reimbursed.
☐ **Ground Transportation**: $ _____
☐ **Other (specify)**: $_____ _____
Total Expenses: $ _____
Amount of pre-paid expenses if requesting advance: $_____(receipt must be turned in at time of travel request to be reimbursed)
Percentage and amount of non-prepaid expenses if requesting advance:_____% $_____(please indicate what percentage (up to 90%) of total non-prepaid costs you are requesting an advance for) Refer to graduate handbook for information on what qualifies as non-prepaid expenses. *If total trip cost is less than what advance was given for, you will be **required** to pay back. Non-prepaid advances are typically disbursed 5 days prior to traveling.*

_____ _____
Department Approval Signature   Date