

**APPLICATION FOR DEPARTMENTAL MATCHING
FUNDS FOR GRADUATE STUDENT TRAVEL**

Application for Departmental Matching Funds for Graduate Student Travel

Department of Biological Sciences

Please submit this form and documentation to the Director of Graduate Studies.

Applications will be considered before travel, but funds cannot be disbursed until after the travel has occurred. At the latest, applications for travel matching funds must be made within 60 days after travel. For travel to conferences, students are required to deliver a poster or oral presentation as primary author. The general ND Travel Policy is applicable (http://controller.nd.edu/assets/91673/stdt_travel_tax_issues.pdf). Reimbursement for alcohol is not permitted.

Name: _____ Date: _____

Graduate Advisor: _____

Semester and year you started the program: _____

Name of Conference, Course or Workshop (or reason for traveling, if other) plus Destination:

Attachments:

1. Attach a copy of the award document from the outside funding sponsor.
2. If traveling to a conference, please attach a copy of your abstract.
3. After travel has occurred, submit a copy of the ND Travel Reimbursement Form, with original receipts (if this is the only source of funding you will use) or COPIES of original receipts, if the originals are required for other sponsors.

Student Signature

Faculty Advisor Signature