

GSA Travel Fund Application 2006-2007

Please read the GSA Travel Fund Guidelines carefully prior to filling out this form.

Name: _____ Department: _____
Banner ID#: _____ Home or Cell phone #: _____
Office phone #: _____ Mailing address (may be a campus address): _____
e-mail: _____

Meeting/Conference/Workshop Information:

Sponsor: _____
Title: _____
Location: _____ Travel Dates: _____
Did you present? YES NO
Lodging: _____
Transportation agenda: _____

Did you travel with other Miami graduate students also applying for assistance? YES NO
If yes, please include the names of these students: _____

Have you requested funding from your department or from another source? YES NO
If yes, please list the source: _____

Itemized Expenses: Include **original** receipts if paying with cash, original receipt and monthly credit card statement if paying by credit card, and original receipt and cancelled check if paying by check. If your bank does not return cancelled checks, include a letter indicating that this is the case and provide your carbon copy or a copy printed off-line from your bank.

Transportation (<u>NOT</u> personal mileage)	\$ _____
Lodging	\$ _____
Registration	\$ _____
Subtract departmental or other funding	\$ _____
<u>TOTAL REQUEST</u> (\$ 300 maximum)	\$ _____

We require original receipts for reimbursement. Please staple your receipts to this application. If your receipts were submitted to your department, include a copy of a Miami University Travel Expense report. If you are unable to provide originals for some reason, you must provide a rationale for submitting copies.

Keep the instruction sheet and a copy of your application and receipts for your records. A GSA treasurer will send you an email once your application is received and checked for completeness. You will also be contacted should there be a discrepancy or question regarding your application. Remember, this is a request for funding from GSA and is not guaranteed.

**Please deliver your completed application with all receipts to:
GSA Travel Fund, Graduate School Office, 102 Roudebush Hall**