Graduate Student Travel Reimbursement Form

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: _______