

- This is a suggested template to send to your advisor and department chair to approval to use the Graduate Student Travel Fund reimbursement program that is distributed by Graduate Education.
- When using this template, please replace the **BOLDED/BLUE WORDS** with details specific to your request.
- **If you are currently on an appointment**, you must include the highlighted portions (but you can un-highlight them when you send it.)
  - If you are not on an appointment, you do not need to include these portions.

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**SUBJECT:** APPROVAL REQUEST: Graduate Studies Travel Fund – **CONFERENCE**

Dear **ADVISOR** and **DEPARTMENT CHAIR**,

I am requesting funding from the Graduate Student Travel Fund reimbursement program for the following conference: **CONFERENCE NAME** on **DATE** in **LOCATION**.

Graduate Education requires your approval from both of you in order to review my application. However, your approval does not guarantee that my application will be successful. More details can be found on the [Travel Fund website](#).

**Because I am currently on appointment, the PI (or department) must also make a financial commitment more than or equal to the maximum amount that can be awarded (\$500.)**

*Please reply to this email with '**Approve**' or '**Deny**' for Graduate Education to provide up to \$500 **AND for the department/PI to match the provided funds.***

Thank you for your time,  
**SIGNATURE**