

- This is a suggested template to send to your advisor and department chair for approval to use the Graduate Student Travel Fund reimbursement program that is distributed by Graduate Education.
- When using this template, please replace the **BOLDED/BLEUE WORDS** with details specific to your request.

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 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](#).

*Please reply to this email with '**Approve**' or '**Deny**' for Graduate Education to provide up to \$500.*

Thank you for your time,
SIGNATURE