

**Biden School of Public Policy &
Administration
Graduate Travel Funding Request**

NAME: _____
TRAVELING TO (city, state, country): _____
TRAVEL DATES: _____ ESTIMATE OF EXPENSES: _____
REASON FOR TRAVEL: _____
CONFERENCE NAME: _____
PRESENTING: Poster Paper Other: _____

*****Attach letter of acceptance and a copy of an abstract*****

Are you applying for the Graduate College Grad Student Travel Award? Yes No

Note: You are limited to \$1,500 total during your graduate study. Departments and schools must match Graduate College Funding 1:1 for each request. The Biden School funds travel requests up to \$600 per year. Additional requests for funding are available. These requests are subject to review of school leadership. Please review all Biden School Student Travel Policies prior to completing the request form.

Application: <https://grad.udel.edu/travel-award-application/> *List James Bell as Dept. Contact *

~~Concur(creditcard/reimbursement)~~-www.udel.edu/concur

Make sure that your profile is set up. Upon approval, you will need to submit a travel request and after the conference, an expense report. <http://www1.udel.edu/procurement/concur/concur-training.html>

Date of last Department funded trip: _____

Approvals:

Advisor (if applicable): _____ Date: _____

I have seen and approve the proposed paper/poster being submitted

Program Director: _____ Date: _____

Dean, Deputy Dean or Business Officer: _____ Date: _____

Note: Dean, Deputy Dean or Business Officer only applicable for requests over the standard allotted amount.

These approvals do not guarantee the trip will be funded, but are required to request funds from the Department. After signatures are acquired, submit this application to the Business Administrator II. (Only 1 trip up to \$600 per year unless additional funds are approved by school leadership.)

For Office Use only:

Final Approval _____ Amount: _____ Date: _____

(Business Administrator- James Bell)

Concur Travel Request: _____ Completed: _____