

Funding Checklist

Graduate Student Travel ~ Mathematics Department

Since departmental funds are limited, all other funding sources should be exhausted before requesting departmental funds.

- Most meetings provide some sort of travel support for graduate students.
- Ask your advisor for support. Advisors with research funding are normally expected to cover their student's travel expenses.
- If you are giving a talk, you should discuss funding through the GSU (<http://gsu.nd.edu/about/cpg/>) with the DGS.

In your request for departmental funding, be sure to document what external funding is available and what funding you've received or have been awarded. Please also see the DGS for an additional signature authorizing reimbursement if requested.

Secure all needed signatures BEFORE submitting the form. Return this form to Tori BEFORE your trip along with a description of the event (i.e. website, agenda, meeting schedule pdf, or printout).

REIMBURSEMENT:

If requesting expense reimbursement, you will need to submit a travel expense report via *travelND* upon completion of your trip. Please either review the [University Travel and Business Expense Policy](#) or see Tori for assistance if you are unfamiliar with expense report requirements.

NOTE: Per University policy, flight purchases can no longer be reimbursed before travel.

LEVEL OF PARTICIPATION:

poster presentation

talk given

attend only

FUNDING:

Have all external (i.e. non-departmental) funds been exhausted?

Yes

No

Have you reviewed funding options with the DGS?

Yes

No

Will you be requesting expense reimbursement via *travelND*?

Yes

No

If using **Departmental** funding, agreed amount (sources provided below): \$ _____

Name (printed) _____

Signature _____

Date: _____

FUNDING SOURCES/AUTHORIZATION(S):

If using Grant funds, Name of Grant: _____

Amount: _____

Advisor's signature: _____

Date: _____

Other: _____

Amount: _____

DGS's signature: _____

Date: _____