A request for travel supplements from the College of Engineering can be made only by a doctoral student within one of the units in the College who is attending national or international conferences and is the presenting author (senior author) of a research paper. Follow procedures on reverse side of this form.

Name__________________________________ Department____________________

Conference____________________________________________________________

Location of Conference___________________________________________________

Dates of Conference_____________________________________________________

Total estimated costs for attending conference

<table>
<thead>
<tr>
<th></th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Other Travel</td>
<td>$______</td>
</tr>
<tr>
<td>Food &amp; Lodging</td>
<td>$______</td>
</tr>
<tr>
<td>Registration fee</td>
<td>$______</td>
</tr>
<tr>
<td>Total Costs</td>
<td>$______</td>
</tr>
</tbody>
</table>

List date(s) of any other College-assisted travel________________________________

Statement of justification _______________________________________________________

____________________________________________________________________________

Student Traveler Signature _____________________________________________________

____________________________________________________________________________

Approved Funds

<table>
<thead>
<tr>
<th>School/Department</th>
<th>Amount</th>
<th>Approved Signature</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>$______</td>
<td></td>
</tr>
</tbody>
</table>

*Note: The College of Engineering normally will match the smaller of the two contributions from either the School or the Graduate Student Government.*
DOCTORAL STUDENT TRAVEL
COLLEGE OF ENGINEERING

1. Student first requests travel support from within the School (unit). If provided, student contacts the travel coordinator for the school to complete a Request for Authority to Travel.

2. Student requests travel support from the Graduate Student Senate, INCLUDING completion of the COE Doctoral Student Professional Development form (on reverse side).

3. On the COE Doctoral Student Professional Development form (reverse), the Graduate Student Senate indicates whether the student is a qualified doctoral student in the College of Engineering and the amount of support, if any, being provided by the Graduate Student Senate.

4. Graduate Student Senate notifies the student and the major school's travel coordinator of the amount awarded, if any, and the account number to use.

5. The Graduate Student Senate forwards the form to COE DSPD account manager. If eligible, the COE DSPD account manager will notify the School Chair, School travel coordinator, and Graduate Student Senate of the amount awarded, if any, and the account number to use.

6. The major school's travel coordinator updates the Request for Authority to Travel, including the COE DSPD account number and amount, and forwards the request to the Graduate Student Senate for approval and forwarding to Accounts Payable for encumbering funds under the various accounts.

7. The student, after returning to campus from travel, completes a Travel Expense Statement and submits the statement, together with necessary receipts, to the major school's travel coordinator. The travel coordinator distributes the charges between the various accounts, first using the full amount of funds provided by the school, and splitting the remainder, if any, equally between the Graduate Student Senate account and the COE DSPD account.

8. The major school travel coordinator forwards the original Travel Expense Statement to the Graduate Student Senate for approval. Afterwards, the Graduate Student Senate approves the Travel Expense Statement and forwards it to the COE DSPD account manager for further approval. Finally, the COE DSPD account manager forwards it to the Accounts Payable office.