

GRADUATE STUDENT TRAVEL FUNDING REQUEST

Instructions:

- 1 Ask advisor to send supporting email to Finance Coordinator.
- 2 Complete this form and submit it to Finance Coordinator at least 6 weeks prior to trip.
- 3 If your funding request is approved, you will use concur.uoregon.edu to continue the travel reimbursement process.

| | |
|----------------------------|------------------------|
| Name | Trip dates: |
| UO ID | Departure |
| Destination | Return |
| <i>City, State/Country</i> | |

Event Name

Organization

Circle participation type. If b. or c., attach or email letter of invitation.

- a. Attending only
- b. Present paper/talk. Please include title:
.....
- c. Other invited activity. Please describe:
.....

Circle how you will book airfare: Concur Travel Agent Self* NA

Costs (best estimate if not yet purchased)

Airfare:

Ground Travel: (Trains, taxis, busses, etc)

Registration:

Lodging:

Meal Per Diem: Enter number of days (0 if not claiming).

Other funding: Will anyone else (advisor, conference host) provide financial support for this trip?

no

yes How much: Who:

If for specific travel expenses, please list them:

Have you received travel funds from the Travel Committee this year?

no

yes How much: When:

Sign here: Date:

*If you purchase airfare outside of the UO system, you will NOT be reimbursed.

OFFICE USE ONLY

INDEX & Activity Code:

REQUEST TOTAL:

| Action | Date | Result/Comment |
|--------------------------------|-------------------|--------------------------|
| Form Received | | |
| Advisor Email Received | | |
| Request to Travel Committee | | |
| Travel Committee Decision | | |
| Added to Shadow(s) | | |
| Added to GE Travel Calendar | | |
| CONCUR REQUEST PHASE | | |
| Concur request created | | |
| Notified traveler | | |
| Submitted for Approval | | |
| Approvals | Sherilyn Schwartz | Dan Dugger |
| Airfare Purchased | | |
| CONCUR EXPENSE PHASE | | Travel Completion Date |
| Expense Report created | | |
| Credit card transactions moved | | |
| Event agenda obtained | | |
| Expense list approved | | |
| Notified traveler | | |
| Submitted | | Report printed and saved |
| Approvals | Sherilyn | Travel |
| Paid Date | Amount | Check # |
| Document # | | |
| Updated Shadow | | |