

**Department of Computer Sciences  
Application for Graduate Student Travel Support**

**Effective Spring 2008, the following guidelines have been developed to ensure that student travel requests and reimbursements are properly processed in a timely manner and in accordance with university guidelines. Please read this information carefully.**

- The purpose of a departmental travel award is to help defray a student's expenses to attend a conference, symposia or other university or departmental event or activity. Priority will be given to students who will be presenting original papers based on their research. It is important that you submit an abstract if you or a co-author is presenting a paper. Also, please include the link below where the graduate adviser can view the date and time of the presentation. If you have an email with the invitation to present you can submit a copy of that also.
- At least two weeks prior to travel, the student must complete an on-line Request for Travel Authorization (RTA) form at [http://www.cs.utexas.edu/department/administrative\\_information/travel\\_request/](http://www.cs.utexas.edu/department/administrative_information/travel_request/)
- Also at least 2 weeks prior to travel a student "emergency medical" form is also required; please visit the Accounting Office in TAY 2.144A to receive the form and complete it, or download form at <http://www.utexas.edu/student/vpsa/travel/>  
To claim the travel award, the student must retain all paid itemized receipts and present them to the CS Accounting Office (TAY 2.144A) immediately after the travel. **Receipts received 60 days after travel may not be reimbursed.**
- Due to end-of-year funding deadlines, travel in August will not be reimbursed until September.

**Please type or print**

Name: \_\_\_\_\_ EID: \_\_\_\_\_

Email address: \_\_\_\_\_ Date: \_\_\_\_\_

Dissertation or Thesis title: \_\_\_\_\_  
\_\_\_\_\_

Chair, dissertation or thesis committee: \_\_\_\_\_

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What meeting or conference are you planning to attend? Please list full title and provide URL to program with your presentation listed \_\_\_\_\_  
\_\_\_\_\_

Location and dates of meeting or conference: \_\_\_\_\_  
\_\_\_\_\_

Has your paper been accepted for presentation? \_\_\_\_\_ If not, when do you expect to know whether or not it has been accepted? \_\_\_\_\_

**PLEASE ATTACH AN ABSTRACT OF THE PAPER THAT YOU WILL PRESENT.**

List all authors as they will appear in the program: \_\_\_\_\_  
\_\_\_\_\_

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If your research is being supported by The University of Texas, please indicate the source of the support. \_\_\_\_\_

List any previous or current support you have received from the Office of Graduate Studies or the Department of Computer Sciences: \_\_\_\_\_

\_\_\_\_\_

Will you be registered at The University of Texas at Austin during the semester these funds are used? If not, please explain why? \_\_\_\_\_

\_\_\_\_\_

Estimate the costs associated with attendance at the conference. Please provide accurate and current airfares. If you plan to travel by car, please give the mileage.

Transportation:	\$ _____
Hotel:	\$ _____
Conference Fee:	\$ _____
Total:	\$ _____

Please state other sources which might be used to partially defray these costs. Include amounts available. \_\_\_\_\_

Indicate degree program: Doctoral \_\_\_\_\_ Masters \_\_\_\_\_

If in the doctoral program, have you been officially admitted to candidacy, and if yes, give semester. \_\_\_\_\_

What is the expected date of completion of the degree? \_\_\_\_\_

\_\_\_\_\_  
Signature of applicant                      Date

\_\_\_\_\_  
Signature of Supervising Professor                      Date

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**For office use:**

Amount approved: \_\_\_\_\_

\_\_\_\_\_  
Approval of Graduate Adviser                      Date

Comments: \_\_\_\_\_