

**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.
- 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/departament/administrative_information/travel_request/
- 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) ? _____

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: \$ _____

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

For office use:

Amount approved: _____

Approval of Graduate Adviser

Date

Comments: _____

REVISED: 2/7/08