

# Conference Travel Reimbursement Request Form

UID#: \_\_\_\_\_

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_

Option: \_\_\_\_\_ Advisor: \_\_\_\_\_

Did you use a Caltech "PCard?" Yes \_\_\_ No \_\_\_ If yes, the name of administrator who will be completing travel report? \_\_\_\_\_

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

Student Signature: \_\_\_\_\_

Name of Conference:	
Location:	
Dates of Travel:	
Have you applied for conference funding through the organizers or other Caltech sources (advisor, option, division)?	
What type of presentation were you invited to contribute, <i>oral presentation, poster session or other</i> ?	
Please list your expenses by category (i.e., registration, airfare, lodging, transportation). Meals are not included and per diem is not permitted.	
Will you be sharing lodging with another graduate student?	
Have you discussed this travel with your advisor?  Briefly describe how this conference is directly related to the current research goals of your option and/ or research project.	

Advisor Signature: \_\_\_\_\_