

Travel Authorization



To Be Completed at least 3 weeks before travel. Please download then fill the green/highlighted boxes.

[GSA - Domestic Per Diem Rates](#)

Traveller Name _____
CSU ID Number _____
Department _____
Destination _____
Purpose _____
Dates of Travel
From Date _____
To Date _____

*Per Diem Rate - M & I _____

Per Diem Maximum _____

*Per diem for Meal & Incidentals is reimbursed at 75% for first and last day of travel**

Estimated Expenses _____

Portion to be Paid by CSU _____

Account(s) To Be Charged

Approver Name _____
Title _____
Signature _____
Approval Date _____

Approver Name _____
Title _____
Signature _____
Approval Date _____

Approver Name _____
Title _____
Signature _____
Approval Date _____

Approver Name _____
Title _____
Signature _____
Approval Date _____

**Travel paid with grant funds?
Grant Approval (REQUIRED)**

**International Travel?
Provost Approval
(REQUIRED)**

Approver Name _____
Signature _____
Approval Date _____

Provost Name _____
Signature _____
Approval Date _____

GRADUATE STUDENT CONFERENCE TRAVEL FUND REQUEST

Please return completed form to grad@csuohio.edu

The College of Graduate Studies makes every effort to support master and doctoral student travel to make presentations at professional conferences.

To be eligible for Graduate Student Conference Travel Funds the student must:

- 1) Be presenting a paper or a poster;
- 2) Be enrolled in a graduate degree program;
- 3) Be in good academic standing during the semester the conference is held;
- 4) Not have received maximum funding (\$500) during the current fiscal year;
- 5) Follow all CSU travel regulations;
- 6) Provide email conference acceptance to present paper/poster.

If funds are awarded, the College will cover 1/3 of the travel cost up to a maximum of \$500. **Before submitting this application to the College of Graduate Studies, the student should secure support from both his/her Department and College, respectively, to match the funds requested from the College of Graduate Studies.** For example, if a student plans to request \$300 from the Graduate Student Conference Travel Fund, he/she **MUST** have an equal commitment of \$300 from his/her Department and College **and** provide the following information on lines 1 and 2 in the table in Section 3.

Line 1:

- 1) Department Chair or Advisor's Contribution Award Amount (example: \$300.00)
- 2) Department Chair or Advisor's Funding Account Number (example: actual account number must be provided)
- 3) Department Chair or Advisor's Signature/Date (example: Individual must sign/date)

Line 2:

- 1) College Dean's Contribution Award Amount (example: \$300.00)
- 2) College Dean's Funding Account Number (example: actual account number must be provided)
- 3) College Dean's Signature/Date (example: Individual must sign/date)

SECTION 1 – STUDENT/CONFERENCE INFORMATION

Student Name: _____ CSU ID: _____ Degree: _____

Name of Conference: _____ Date of Conference: _____

Your participation in this conference (check one): PAPER PRESENTATION POSTER PRESENTATION

Title of Paper/Poster Presentation: _____

Student Signature: _____ CSU Email Address: _____

SECTION 2 – ESTIMATED TRAVEL EXPENSES

	\$ Amount
Air Fare	
Mileage/Car Rental/Taxi	
Hotel	
Conference Fees	
Meals	
Total	

NOTE Students in STEM discipline:

Remember to check the conference website or contact conference organizers for available graduate student travel support, and Psi Chi.

SECTION 3 – CONTRIBUTION INFORMATION

Line	Person	Award \$ Amount	Funding Account #	Signature/Date
1	Department Chair/Advisor			
2	College Dean			
3	Graduate Dean			
	Total			

After the form is processed by the Graduate Dean, the form will be returned to the student's department for further processing.

***NOTE:** You **MUST** include a PDF copy of your paper/poster presentation acceptance letter. Your application will not be considered without it. Thank you.