

Date _____

Research Account Funded Travel Permission Form

Name _____

Last

First

Middle

U of U ID# _____

Event Name: _____

Date: _____

Location: _____

Description of Event: _____

Presenting research: Yes No

Purpose/Explanation: _____

Signature of PhD Committee Department Representative/Supervisory Chair

Acceptable uses for travel research funds include airfare, public transportation, conference registration fees, lodging, and meal expenses up to 1/2 of the per diem rate. (A link to per diem rates is available on the PhD Resources page).

If planning on sharing a hotel room and splitting the costs with another student, students must book the room directly through the hotel so that the charges can be applied to each student's credit card for their portion of the expenses. If student chooses to book through websites such as Travelocity, Priceline, Expedia, etc., the PhD Office will only reimburse the student whose name appears on the receipt.

Using public transportation is strongly encouraged in lieu of a rental car. Students must check with the PhD Office if renting a car is unavoidable.

SUBMIT THIS APPROVED REQUEST TO THE PHD OFFICE PRIOR TO TRAVEL