



Graduate Students Only Request for Travel Funds

Fill out and email this form and any supporting documents to asianadv@uw.edu.

Warning: Travel reimbursement requests must be submitted no later than 45 days from the end of your trip.

Please apply for funding as soon as you receive confirmation of your proposal's acceptance, and if possible at least four weeks prior to your first travel date. If you miss this deadline, please attach a short note explaining the circumstances. If the conference is virtual, please use dates of conference for "Dates of Travel."

Student Name: _____ Adviser Name: _____

Destination: _____ Dates of Travel: _____

Title of Conference or Workshop: _____

Conference URL: _____

Title of Paper or Panel: _____

NOTE: Attach a copy of your paper or panel abstract and an email or letter confirming your acceptance to the conference. If you are not presenting, see website for additional instructions.

Estimated costs

Airfare (economy): https://finance.uw.edu/travel/netid-bookandpay	\$ _____
Lodging (use per diem rates for your destination city): https://www.gsa.gov/ (see Per Diem Lookup)	\$ _____
Per diem (use per diem rates for your destination city): https://www.gsa.gov/ (see Per Diem Lookup)	\$ _____
Other costs	
Conference registration	\$ _____
Ground transportation	\$ _____
Other (please specify): _____	\$ _____
TOTAL	\$ _____
AMOUNT REQUESTED	\$ _____

Student signature: _____ Date: _____

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Total amount approved: \$ _____

Driver Worktag and Resource Code: _____

Additional account info and % if splitting: _____

Chair's signature: _____ Date: _____