

**APPLICATION**  
**Biological Sciences Department**  
**Graduate Application for Use of College Fee Funds**

*Travel*

Please complete the following information and submit this form with your justification and travel request form (1A) to Emi Youngquist in the Biological Sciences Department (33-272). Within five days of your return, you must submit receipts and complete a travel claim (see Emi for details).

**STUDENT INFORMATION**

Name \_\_\_\_\_ Date \_\_\_\_\_  
Student ID \_\_\_\_\_  
Address \_\_\_\_\_ Telephone \_\_\_\_\_  
\_\_\_\_\_ Email \_\_\_\_\_  
Advisor(s) \_\_\_\_\_

Have you previously received College Fee Funds? Yes  No

If so, which year? \_\_\_\_\_ Amount received? \_\_\_\_\_

**TRAVEL INFORMATION**

Write a brief description of the purpose of your travel and justify your trip by including where you will go, what you will do at your destination, and how this trip will be valuable to you (250 words or less). Attach a copy of your proposal to this form.

Total Amount Requested \$ \_\_\_\_\_ (Maximum \$2,000)

Purpose:  Attend meeting only  Presentation at meeting  
 Workshop (learn technique/receive training)  Research - travel to research site  
 Other (specify) \_\_\_\_\_

Estimated Expenses: Registration \$ \_\_\_\_\_  
*(Receipts required for all items to be Airfare \$ \_\_\_\_\_*  
*reimbursed.)* Gasoline \$ \_\_\_\_\_ (reimbursement for actual expenses)  
Lodging \$ \_\_\_\_\_  
Meals \$ \_\_\_\_\_ (\$20/day maximum)

I have read and understand the Biological Sciences Department Guidelines for Graduate Student Support Using College Fee Funds. By accepting College Fee Funds, I agree to follow the guidelines as stated.

\_\_\_\_\_  
Student Signature Date

**FACULTY ADVISOR APPROVAL**

I have reviewed this proposal and confirm its academic value, and I agree to serve as Faculty Advisor for this activity.

\_\_\_\_\_  
Faculty Advisor Signature Date

**GCC COMMITTEE APPROVAL:** (required if over \$2,000 or lifetime limit) Amount Recommended \$ \_\_\_\_\_

\_\_\_\_\_  
GCC Chair Signature Date

**COMMITTEE APPROVAL:** Amount Approved \$ \_\_\_\_\_

\_\_\_\_\_