

REQUEST FOR TRAVEL FUNDS
Department of Geography

Use this form to request conference reimbursement from the
Department of Geography.

Each trip must be applied for separately.

1. Name: _____ Date: _____

Name of conference: _____

Date(s) of conference: _____

Destination city and country: _____

2. Please submit this form and the following via the Graduate Programs Coordinator:

Documentation confirming the following:

- **delivering a paper**
- **presenting a poster**

- Submit a T2 travel request 30-45 days prior to departure (Students)
- Submit a Concur travel request 30-45 days prior to departure (Faculty/Lecturers)
- Submit your travel expenses within 30 days of your return.

3. Dissertation Advisor signature (*PhD students only*): _____

4. Department Chair signature: _____

Approved!

FAH (Dept Coord) signature: _____ Date _____