

HCDE PhD Student Travel Request

Please return completed form to Stacia Green
(greens6@uw.edu). Expenses incurred before approval
may not be reimbursed.

Name:	Date:
Conference Name:	
Conference Date:	Conference Location:
Conference Type: <input type="checkbox"/> Regional <input type="checkbox"/> National <input type="checkbox"/> International	
Please discuss your conference travel plans and funding with your advisor(s), rotation mentors, and/or principal investigator(s) on any grant funding <i>before</i> requesting department travel funds. With whom have you discussed your travel plans?	

Are you presenting?	<input type="checkbox"/> Yes <input type="checkbox"/> No (if no, skip to budget)
Presentation Title:	
Co-presenters:	
Brief description of your presentation. Consider including your research results, applicability of the research to the field.	
Will this paper be published in conference proceedings?	<input type="checkbox"/> Yes <input type="checkbox"/> No - If this will not be included in published proceedings, please elaborate on the visibility of the conference, as well as the expected number of conference attendees.
Presentation Submission Method: <i>e.g., by abstract, by paper, by invitation</i>	
Request GSTA Funding? You must be registered the quarter of travel if requesting GSTA funding, and must not have received GSTA funding in the prior two years.	<input type="checkbox"/> Requesting GSTA funding <input type="checkbox"/> Are / will be registered in the quarter of travel <input type="checkbox"/> Have not received GSTA funding in the prior two years

Budget	
Estimated Costs	Other Funding Sources. Please discuss this with your adviser, rotation mentor, and/or PI.
Conference Fees:	Source 1:
Travel Costs:	Amount 1:
Lodging:	Source 2:
Other:	Amount 2:
<i>Sub Total:</i>	

Total requested:

Approval _____ Date: _____ Amount: _____