

Request for Graduate Travel Support Form

9/4/18

Directions to Students

1. This is a form to be used only if you are requesting travel funding from CHS. If your travel is funded by grants or other accounts, you may put your travel directly into the Concur travel system.
2. Request a CHS graduate travel form by emailing CHSTravel@asu.edu. This is a docusign form that you will complete and sign (example on page two). Make sure you complete all portions of the form including the justification for the amount you are requesting.
3. There are multiple funding sources for grad student travel. These include the ASU Graduate College, faculty sponsors and the College of Health Solutions (CHS). CHS has set aside a limited amount of money to support graduate student travel to professional meetings or workshops. Many of them require that you are presenting at a professional conference. Before submitting a request to CHS ask your faculty mentor if they have funds to assist with your travel and apply to the Graduate College for either a [GPSA](#) or [Grad Travel Award](#). Note that there are separate limitations and deadlines for each application. You do not have to have approved funding from the Grad College to submit your application to CHS.
4. Once you complete the form it will be forwarded to your program coordinator for a signature. Your docusign form will then be forwarded for approval at the college level.
5. **The deadline for your application to CHS is no later than one month prior to your US travel dates and six weeks prior to international travel.** You will be notified for your approval within 5 business days. No travel will be approved retroactively.
6. Input your travel in the ASU travel system-Concur. If students need assistance with Concur please contact CHSTravel@asu.edu.

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Do not attempt to complete the below form. This is an example of what you will see in docusign.



REQUEST FOR GRADUATE TRAVEL SUPPORT FORM

This form is to be used by CHS Graduate students to request funds for travel from the College. It is crucial that all university policies regarding travel are strictly followed, and any university policy will supersede any decision made by the Assistant Dean for Graduate Education.

GRADUATE STUDENT / TRAVELER	
FULL NAME	
CHS PROGRAM	
CURRENT DATE	
FACULTY MENTOR/PROGRAM COORDINATOR	

DESTINATION AND EVENT INFORMATION	
MEETING EVENT NAME	
EVENT START DATE	EVENT END DATE
CITY STATE/REGION COUNTRY	
CHECK ALL THAT APPLY	<input type="checkbox"/> Presenting as primary author <input type="checkbox"/> Specialized workshop <input type="checkbox"/> Chairing/organizing a session <input type="checkbox"/> Presenting but not first author <input type="checkbox"/> Invited to the meeting <input type="checkbox"/> Other: <input type="checkbox"/> Professional development <input type="checkbox"/> Invited paper
PAPER TITLE	
PAPER AUTHOR(S)	

ESTIMATED TRAVEL EXPENSES / REIMBURSEMENTS					
AIRFARE <i>(Total)</i>	LODGING <i>(Total)</i>	REGISTRATION FEE(S) <i>(Total)</i>	TRANSPORTATION <i>Taxi, Public, Lift, Parking etc. (Total)</i>	OTHER	TOTAL AMOUNT REQUESTED
\$	\$	\$	\$	\$	\$
JUSTIFICATION FOR THE AMOUNT OF FUNDING REQUESTED					
HAVE YOU APPLIED FOR OTHER FUNDING? If yes, check all that apply: <input type="checkbox"/> GSPA <input type="checkbox"/> Graduate Education <input type="checkbox"/> Other: https://gpsa.asu.edu/funding/travel/ https://graduate.asu.edu/pay-for-college/travel-awards					
Amount Awarded:		\$	\$	\$	\$

BY SIGNING, YOU CERTIFY THAT YOU HAVE REVIEWED THE TRIP REQUEST FORM AND THE INFORMATION GIVEN ABOVE IS ACCURATE, UP-TO-DATE, AND THAT REIMBURSEMENT FOR EXPENSES RELATING TO PERSONAL TIME WILL NOT BE REQUESTED

<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr style="background-color: #cccccc;"> <th colspan="2">GRADUATE STUDENT</th> </tr> </thead> <tbody> <tr> <td style="width: 70%;">Signature</td> <td>Date</td> </tr> </tbody> </table> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr style="background-color: #cccccc;"> <th colspan="2">PROGRAM COORDINATOR</th> </tr> </thead> <tbody> <tr> <td style="width: 70%;">Signature</td> <td>Date</td> </tr> </tbody> </table>	GRADUATE STUDENT		Signature	Date	PROGRAM COORDINATOR		Signature	Date	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr style="background-color: #cccccc;"> <th colspan="2">APPROVAL</th> </tr> </thead> <tbody> <tr> <td colspan="2" style="text-align: center;"> </td> </tr> <tr> <td colspan="2">AMOUNT APPROVED FOR:</td> </tr> <tr> <td colspan="2">\$</td> </tr> <tr style="background-color: #cccccc;"> <th colspan="2">ASSISTANT DEAN</th> </tr> <tr> <td style="width: 70%;">Signature</td> <td>Date</td> </tr> </tbody> </table>	APPROVAL				AMOUNT APPROVED FOR:		\$		ASSISTANT DEAN		Signature	Date
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ONCE SIGNATURE AUTHORIZATION IS COMPLETE, A COPY OF THIS FORM **MUST** BE ATTACHED TO THE CONCUR TRIP REQUEST ALONG WITH ALL OTHER REQUIRED DOCUMENTATION.