

Graduate Student Travel Request Letter

SAMPLE

Dear Project LOGRAR Leadership,

Please see attached request for Project LOGRAR travel funds to attend **(CONFERENCE ATTENDING)** in **(LOCATION)** on **(DATE(S) OF CONFERENCE)**. I have submitted a paper, (TITLE OF PAPER), and it has (BEEN ACCEPTED, OR IS PENDING ACCEPTANCE WITH A DEADLINE OF).

Attached please find: (submit all required information in the order below as one pdf).

1. Request for Funds (including conference name, date(s), paper title)
2. Abstract of Conference Submission
3. Conference Agenda
4. Conference acceptance letter or email confirming submission pending approval
5. Projected Budget (user per diem rates from listed on Grants and Contracts Memorandum). If you are sharing a room or carpooling, the amounts must be divided accordingly.
Documentation to support projected budget items (airfare, lodging, conference registration etc.)
6. Letter of support from faculty advisor or current professor (letter can simply state that they support your participation in the conference)
7. Completed travel Liability Waiver

Request for Project LOGRAR travel funds for (NAME) to attend:

Conference name:

Date(s):

Location:

Paper Title:

Abstract:

Budget (SAMPLE FORMAT BELOW)

<u>Item</u>	<u>Source</u>	<u>Quantity</u>	<u>Cost</u>	<u>Total</u>
Travel	Airfare, train, etc			Total
Lodging	Hotel name etc	# of nights	\$ per night	(your portion only)
Meals	Per diem per chart	# of meals	Cost alloted per meal	Total for all meals
Registration		how many	Cost alloted per meal	Total
Other				
Other				
				Total Budget
Other Funding	Unit/Department	Amount		Total
Other Funding	Unit/Department	Amount		Total
Other Funding	Unit/Department	Amount		Total
				Total of Other Funding
				Total Request from CLS