

Department of Sociology Travel Advance Form

Student Name: _____ Date: _____

Year in the Graduate Program: _____ Passed Prelims: YES _____ NO _____

1st Trip _____ 2nd Trip _____ Special Funding _____

If you have passed your prelims and this is your 1st trip, please apply for funding through the Graduate School and attach the approval letter to this request. **Both requests are due 45 days prior to travel.**

Purpose of this Travel Advance Request: _____

A **BRIEF LETTER OF INTENT WILL** accompany this request. This would include a brief abstract of the paper to be presented as well as the following:

Date and Time of Departure: _____

Date and Time of Return: _____

Conference and Location: _____

Expected Cost of Trip: _____

Funding Source: _____

Requestors Signature

Approval Signature

Once approved, please bring to Valerie for travel purchases.