

# 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.