



PIR Graduate Student -- Travel Funding Request

Student's Name: _____ Panther ID: _____

Date Submitted: _____
(This form must be submitted and APPROVED prior to purchasing or incurring any travel expense):

Purpose of Travel (please be specific, i.e. attending and presenting a paper at APSA, ISA, SPSA, FPSA, etc.) [MUST BE "ONLINE" SPECIFIC-PIR]

Dates of Travel: _____ to _____

Amounts Requested (please itemize by expenditure, i.e. airfare, hotel, conference registration, taxi, etc.)

Type of Expense		Amount \$
1.	Airfare	\$
2.	Hotel/lodging	\$
3.	Ground Transportation (Taxi – Uber – Lyft)	\$
4.	Conference Registration	\$
5.	Per Diem (Meals)	\$
T O T A L :		\$

IMPORTANT

Within TEN (10) days of your travel return, you must submit all receipts, itinerary, boarding passes, hotel folio, registration receipt, conference program and a brief memo describing the relevance of your conference travel to online teaching.

Signature of Requestor/Traveler	Signature of Graduate Program Director
Signed: _____	Signed: _____
Date: _____	Date: _____

FOR OFFICE USE ONLY - DO NOT WRITE BELOW

Chair Approval:

Signed: _____ Date: _____

Chair Disposition: If approved, amounts allocated and funding source(s):	<u>Approved</u>	<u>Disapproved</u>

Funding Source	GPSC (Approval Documentation: attached)	Amount	\$	Verified
Funding Source	SIPA (Approval Documentation: attached)	Amount	\$	
Funding Source	PIR – (MUST BE ONLINE SPECIFIC)	Amount	\$	
T O T A L :			\$	