**Graduate Travel Reservation or Reimbursement Form**

| Name: ___________________________________ | Date: ___________________________________ |
| UNID: _________________________________ |

Department of Communication graduate students may apply for up to $500 each fiscal year (July 1st of one year to June 30th of the next) to subsidize conference expenses, including travel, lodging, and registration fees. Students must apply for Department assistance with department form 330. Submit this form to request travel arrangements. Include the following:

- Proof of conference acceptance (for reservations) or participation (for reimbursement)
- Original receipts for reimbursement
- Approved Conference Travel Request (copy of signed Form 330)

- [ ] Reservation Request  - [ ] Reimbursement Request

**Conference Name:** _______________________________________________________________________

**Location:** ___________________________  **Date of Conference:** __________________________

- [ ] Competitive Paper  - [ ] Competitively selected Panel

**Paper/Panel Title:** _______________________________________________________________________

Check all that apply:  
- [ ] Flight  - [ ] Hotel  - [ ] Registration Fees  
  - [ ] Car Rental  - [ ] Miles Driven  - [ ] Taxi/Shuttle

**Approximate Cost:** ____________________

**Name as appears on Government ID:** ______________________________________________________

**Birthdate:** ___________________________  **Cellphone Number:** _________________________

**Departure Airport:** _____________________  **Arrival Airport:** ___________________________

**Departure Date:** _______________________  **Return Date:** _____________________________

Seating preference:  
- [ ] Aisle  - [ ] Middle  - [ ] Window

**International Travelers**

- [ ] Passport # ___________________________  **Passport Expiration Date:** _________________

If you have a chartfield for travel use, please enter it below:

- Bu  - Org  - Fund  - Activity  - Project  - Account

**Department Signature:** ___________________________  **Date:** _____________________________

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