



GRADUATE SCHOOL OF ARTS AND SCIENCES, SCHOOL OF ENGINEERING,  
and GRADUATE STUDENT COUNCIL

# Graduate Student Travel Reimbursement Request

TRAVELER'S NAME

STUDENT ID#

DEPARTMENT

SEEKING DEGREE OF

DEPARTMENT ADDRESS

EMAIL ADDRESS

DESTINATION (CITY, STATE, COUNTRY)

DATES OF TRAVEL

Are you presenting a paper?\*  Yes  No

Brief Description/Purpose of Travel (include TITLE of Conference) \_\_\_\_\_

**Please attach a copy of the conference/meeting invitation or announcement.**

**\*If presenting, a copy of your acceptance letter must accompany this form.**

Will your department be assisting with some of your expenses?  No  Yes \$ \_\_\_\_\_

Have you been granted a graduate travel award in the past?  No  Yes

If yes, when? \_\_\_\_\_

Please indicate where reimbursement check should be sent:

Department OR  Home Address: \_\_\_\_\_

Home Telephone: \_\_\_\_\_

Are you currently in the Tufts University Payroll system?  Yes  No

## SIGNATURES

TRAVELER

DATE

ADVISER OR DEPARTMENT OFFICIAL

DATE

**PLEASE RETURN THIS FORM AT LEAST  
2 WEEKS PRIOR TO DEPARTURE TO:**

Kayleigh Doucette  
Office of Graduate Studies  
Ballou Hall—1st Floor

Approval Date \_\_\_\_\_

Total Award \$ \_\_\_\_\_