



SAAH Graduate Student Application for Travel Assistance

Name: _____ Date: _____

Total Travel Request: _____

SAAH: _____

Other Contribution: _____

Please explain **purpose of travel**, destination, travel dates and any contributions from other funding sources.

Budget request by major categories:

Transportation: _____ Housing: _____

Per diem: _____ Other: _____

Area Head signature of approval

Travel expenses should be submitted within 90 days at the completion of travel. Travel expense vouchers submitted after 120 days will be reimbursed, however, the reimbursement will be treated as taxable income and included on the employee's W-2 in accordance with IRS regulations.

Please note these funds should be expended or encumbered, and only for the travel outlined in your proposal before the end of the fiscal year (June 30th). Please contact Kevin McGlynn to initiate the paperwork prior to traveling. The expense receipts should be submitted to Kevin.