



Graduate Travel Award Reimbursement Form

If you have received a Graduate Travel Award, bring this form to the Graduate Advisor, 201 More Hall, with your receipts and flight itinerary, along with the **CEE Travel Reimbursement Worksheet**, which is available in the CEE Main Office.

Name: _____ Date: _____

The Graduate Travel Award will provide up to \$300 for domestic travel / \$500 for international travel to present at a conference. *Funds may be used only for airfare or fares supporting alternative modes of transportation (e.g., mileage, taxis); they may not be used for registration, hotels, food or other travel expenses.*

Location of conference: _____

Cost of airfare: _____

Graduate Travel Award budget (to be entered by Graduate Advisor): _____

Amount to be charged to this budget: _____

Graduate Travel Award approval (Graduate Advisor or GPC):

Name (Print)

Signature

Date: _____

Will any other costs of attending the conference be charged to a UW budget? Yes No

If the answer to question above is "Yes", please enter that information on the **CEE Travel Reimbursement Worksheet**. If you have questions about filling out the CEE Travel Reimbursement Worksheet, please contact Josie Samson jsamson@uw.edu.

After completion, attach this form to the CEE Travel Reimbursement Worksheet and submit to the "CEEFiscal" mailbox in the main office, 201 More Hall.