Department of Computer Sciences
Application for Graduate Student Travel Support

Effective Spring 2008, the following guidelines have been developed to ensure that student travel requests and reimbursements are properly processed in a timely manner and in accordance with university guidelines. Please read this information carefully.

- The purpose of a departmental travel award is to help defray a student's expenses to attend a conference, symposia or other university or departmental event or activity. Priority will be given to students who will be presenting original papers based on their research. It is important that you submit an abstract if you or a co-author are presenting a paper. Also, please include the link below where the graduate adviser can view the date and time of the presentation. If you have an email with the invitation to present you can submit a copy of that also.
- At least two weeks prior to travel, the student must complete an on-line Request for Travel Authorization (RTA) form at http://www.cs.utexas.edu/utcs-direct.
- Also at least 2 weeks prior to travel a student "emergency medical" form is also required; please visit the Accounting Office in GDC 2.316 to receive the form and complete it, or download form at https://apps.cs.utexas.edu/apps/sites/default/files/docs/medauth_adult.pdf .
  To claim the travel award, the student must retain all paid itemized receipts and present them to the CS Accounting Office in GDC 2.318 immediately after travel. **Receipts received 60 days after travel may not be reimbursed.**
- Due to end-of-year funding deadlines, travel in August will not be reimbursed until September.

<u>**Please type or print**</u>

Name:_____   EID:_____

Email address:_____   Date:_____

Faculty supervisor: _____

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What meeting or conference are you planning to attend? Please list full title and provide URL to program with your presentation listed: _____

Location and dates of meeting or conference: _____

_____

Has your paper been accepted for presentation (y/n)?_____   If not, when do you expect to know whether or not it has been accepted? _____

Please indicate the format (e.g., talk, poster, demo) of the presentation. _____

Will you be giving the presentation? If you will be sharing the presentation duties with others, please clarify your role (e.g., "I will be giving the poster presentation with J. Smith")._____

_____

PLEASE ATTACH AN ABSTRACT OF THE PAPER THAT YOU WILL PRESENT.
List all authors as they will appear in the program: _____

_____

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If your research is being supported by The University of Texas, please indicate the source of the support. _____

List any previous or current support you have received from the Office of Graduate Studies or the Department of Computer Sciences: _____

_____

_____

Will you be registered at The University of Texas at Austin during the semester these funds are used? If not, please explain why? _____

_____

Estimate the costs associated with attendance at the conference. Please provide accurate and current airfares. If you plan to travel by car, please give the mileage.

                  Transportation: $_____

                  Hotel: $_____

                  Conference Fee: $_____

                  Total: $_____

Please state other sources which might be used to partially defray these costs. Include amounts available. _____

Indicate degree program: Doctoral_____ Masters _____

If in the doctoral program, have you been officially admitted to candidacy, and if yes, give semester. _____

What is the expected date of completion of the degree? _____

_____   _____
Signature of applicant   Date   Signature of Supervising Professor   Date

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For office use:

Amount approved:_____

                        _____
                        Approval of Graduate Adviser   Date

Comments: _____

_____

REVISED: 4/26/18