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](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](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.

Please type or print

Name: ________________________________ EID: ________________________________

Email address: ________________________________ Date: ________________________________

Faculty supervisor: ________________________________

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: ________________________________

________________________
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 ________

For office use:

Amount approved:________________

Approval of Graduate Adviser ___________________ Date ________

Comments: __________________________

REVISED: 4/26/18