

# Conference Travel Reimbursement Request Form

UID#: \_\_\_\_\_

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_

Option: \_\_\_\_\_

Advisor: \_\_\_\_\_

Date: \_\_\_\_\_ Email: \_\_\_\_\_

Name of Conference:	
Location:	
Dates of Travel:	
Have you applied for conference funding through the organizers or other Caltech sources (advisor, option, division)?	
What type of presentation were you invited to contribute, <i>oral presentation, poster session or other</i> ?	
Please list your expenses by category (i.e., registration, airfare, lodging, transportation). Meals are not included and per diem is not permitted.	
Will you be sharing lodging with another graduate student?	
Have you discussed this travel with your advisor?  Briefly describe how this conference is directly related to the current research goals of your option and/ or research project.	

Advisor Signature: \_\_\_\_\_

*Once all documentation has been received, please allow approximately one week from the date of request for review and a decision to be made.*