



Student Travel Financial Aid Request Form

You have indicated that your department will be covering expenses for travel related to a conference or program that is in addition to the student’s normal educational expenses. Please complete the following information in order for Scholarships & Financial Aid to review the student’s file.

Step 1: Please fill out the following student information.

Student Name _____ UIN _____

Conference/Program _____

Destination/Location _____

Semester _____

Step 2: The trip Advisor or trip Program Coordinator MUST complete this form with reasonable cost the student should expect or incur on their trip.

The cost of attendance for a student attending Texas A&M University may be adjusted to reflect reasonable cost associated with the trip. In order for Scholarships & Financial Aid to adjust and formulate an official “Cost of Attendance” to include trip cost, please provide the information below.

Room & Board	\$
Transportation	\$
Conference Fees	\$
Miscellaneous (explain)	\$
Any additional cost (explain)	\$
Total Cost	\$
Amount provided by Department	\$

How are funds given to student? Concur Gift Cards AggieBUY

Other (such as TWAPYMTS or RPAAWRD) _____

Name of Advisor/Program Coordinator _____ Date _____

Title _____

Signature _____

Email Address _____

Phone Number _____