



DREXEL UNIVERSITY

LeBow
College of Business
Ph.D. Program

Ph.D. Student Travel Expense Approval Form

This form must be completed and returned to the LeBow Ph.D. Program Office
no less than 4 weeks prior to travel

The LeBow Ph.D. Program has limited funding to support travel to academic conferences for students who have passed all of their 1st year Core and Department Exams. The funding is for students presenting papers at a national or major conference in their specialization, interviewing at a major conference, or engaging in research activities that will enhance their dissertation. Students must get their Ph.D. Coordinator or Department Head to approve the request.

Today's Date

Student Name:

Student ID:

Department:

Conference Name:

Conference Location (city and state):

Arrival Date:

Return Date:

Reason for Attending

Paper Presentation

Job Market

Other

*** If Paper Presentation is chosen- please fill out the following information:

Paper Title:

Co-Authors & Affiliations (if applicable):

Link to Conference Program
listing your presentation:

*** As a reminder, reimbursement for participation in a conference must be approved by the requesting student's Ph.D. Coordinator (or Department Head) and the Director of the LeBow Ph.D. Program.

These signatures must be obtained PRIOR to the trip; otherwise the expenses will not be reimbursed.

Please make sure to visit the Office of Graduate Studies website and fill out a Travel Subsidy Request Form http://www.drexel.edu/provost/graduatestudies/research_funding/travel.html

.....
Requested Dollar Amount:

Required Signatures:

I approve this conference for requesting student:

Date:

Name:

Signature (Ph.D. Coordinator/
Department Head):

.....
I approve this trip for a maximum of \$:

Date:

Dollar Amount:

Signature Ph.D. Program Director:

Expenses Worksheet

The following information should be filled in as the expenses occur and turned in with the Check Request Form (<http://www.drexel.edu/depts/compt/ap/checkrequest.pdf>), original receipts, and Credit Card statement(s) if applicable. Note that you must turn in original receipts for all expenses including any prepaid expenses.

1) Total Prepaid expenses on Department Credit Card (if used)

2) Total Check Request Amount:

3) Total Expenses: (1 + 2):

Break Down of total expenses:

Registration:

Air/Rail:

Hotel:

Food:

Other: