Before filling out this form you must have completed the top half of the Travel Form (TRV-I) AND have requested funds from the Graduate School Association.

~ Funds are Reimbursements for Travel Expenses ~

If funds are awarded from the Graduate School Association (GSA), then the Biology Department may cover the difference, or a portion thereof, needed to complete the travel. Please note that funds from both departments are limited and are awarded on a first come, first served basis until depleted. It is wise to get the top half of the travel form completed and fund requests in as soon as travel plans are known.

Please visit GSA’s website https://sites.google.com/a/uncg.edu/gsa/funding/overview for more information.

Travel Information

All travel requires the 5 W’s: Who, What, When, Where, & Why

~ Receipts, invoices, showing zero/paid balances must be attached ~

Name: ____________________________

Presentation Title: ____________________________

Conference, Seminar, or title of event

When: ____________________________

Date(s) of travel

Where: ____________________________

Where will you be going?

Why: ____________________________

Why are you going? To present a poster, speak at conference, etc.

Budget

Amount Needed: ____________________________ Amount GSA Awarded: ____________________________

Amount BIO Awarded: ____________________________

Balance Needed: $ ____________________________ Other Funds: ____________________________

Total Awarded: $ ____________________________

Advisor/Mentor Signature: ____________________________

Department Head’s Approval: ____________________________