

# Graduate Student Travel Expense Allocation Summary

Name:

Date:

Location/Conference Title:

Date of Departure:

Date of Return:

Total Travel Days:

Purpose of Trip:

Title and Date of Presentation or Performance:

Date you provided Grad College proof of presentation/performance?

Total Amount you were approved for this Graduate Student Award?

*(The Graduate College will provide 50% of the total funding with a 1-to-1 match from the student's department)*

Department Purpose Code:

Grad Award Purpose Code: GRAD175114

Please reach out to your College's BA for assistance with submitting your Concur travel expense report. *Grad travel award expenses are split 50/50 between GRAD175114 and the department purpose code.*

Actual Travel Expenses						
	Dept.	PI Grant	Grad. Award	Other	Total	Comments
Lodging						
Registration Fee						
Plane Fare / baggage fee						
Train Fare						
POV Mileage						
Shuttle, Taxi, Bus, Rental, Tolls, Parking, etc.						
Per Diem						
<b>Total Expenses</b>						

If there were any expenses that were shared with other students: group lodging etc. Please explain in the comment box or below in the additional comments to Approvers section.

Example: *John Doe and Sam Smith shared a hotel room. Total lodging (\$817.50) was charged to John's procard and was split evenly (408.75) with Sam.*

**Additional Comments to Approvers:** The Approver for GRAD175114 is Angie Cunningham, [angiec@udel.edu](mailto:angiec@udel.edu)

**Please attach this completed form to your Concur Travel Expense Report**