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						
Total Expenses						

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 Approvers for GRAD175114 are David Hannah and Kaylee Olney.
Please attach this completed form to your Concur Travel Expense Report