

Graduate Student Travel Approval Form

Form to be filled out if (1) travel potentially impacts teaching assignment,
 (2) travel expenses will be covered by a faculty member's grant, (3) or both.
 Grant-supported travel must be approved before travel arrangements are made via University system

Name of Traveler:	
Purpose of Trip:	
Destination:	
Departure Date:	Return Date:
Are you a TA? Yes	No
If so, who will be covering your teaching labs? _____	
Does this conflict with any of your grading responsibility? _____	
If so, how will this be covered? _____	

Mandatory Signatures:	
_____	_____
Person Covering Your Teaching Labs	Date
_____	_____
Faculty Member Overseeing Your Teaching Lab	Date
_____	_____
Person(s) Responsible for Paying for Travel	Date
_____	_____
Graduate Program Director	Date
_____	_____

Any student travel that is going to be covered by a grant requires a statement from the PI indicating that the student travel can be charged to the grant. Please fill out the section below, scan the signed document, and forward to Angela (angela.jouglard@slu.edu).

*I hereby authorize the travel expenses for _____ to be charged
 (student's name)
 to my grant account #_____.*

 (Grant holder's signature)