

## Request for CSCI Domestic or International Travel Funds

Tracking Number

Date Submitted: \_\_\_\_\_

Traveler's Name: \_\_\_\_\_

Faculty Advisor: \_\_\_\_\_

---

Nature of Official Business: ***(documentation supporting conference participation must be attached)***

Dates of Conference Related Travel: From: \_\_\_\_\_ To: \_\_\_\_\_ Location: \_\_\_\_\_

**Estimate of UGA costs associated with conference presentation**

**Funded and Requested Amounts**

\$ \_\_\_\_\_ Meals

\$ \_\_\_\_\_ Departmental Funds (limited to \$300)

\$ \_\_\_\_\_ Lodging

\$ \_\_\_\_\_ Other Funding

\$ \_\_\_\_\_ Transportation

\*Explain Other \_\_\_\_\_

\$ \_\_\_\_\_ Mileage

\$ \_\_\_\_\_ **TOTAL FUNDS REQUESTED**

\$ \_\_\_\_\_ Other (Explain \_\_\_\_\_ )

\$ \_\_\_\_\_ **TOTAL ESTIMATE OF EXPENSES**

Submit Form

---

**Approved by:** \_\_\_\_\_

Amount approved: \$ \_\_\_\_\_ Date: \_\_\_\_\_

**Directions:** This form is to be completed by the student and sent to Dr. Thiab Taha, CS Department Head (trtaha@uga.edu) for Computer Science departmental funding requests. Departmental funding requests are ONLY to be made once Graduate School funding has been awarded. Once the student has received Graduate School funding award amount, indicate under "Other Funding". Please cc: slvargh@uga.edu on this form. You must attach supporting documentation to this form when requesting departmental funding to Dr. Taha. Thanks.