

Graduate School Budget Allocation Request

Purpose

The Graduate Studies Office will fund activities geared *directly toward graduate studies where funds are generally not available elsewhere*.

Application

Requests must originate from the director of the graduate program.

Program Requesting Funds: _____

Individual Requesting Funds: _____

Phone: _____ Email: _____

Purpose of Funds and Description of Expenses:

ESTIMATED EXPENSES

Transportation Expenses:

- College Car (submit automobile request)
- Personal Car (actual miles x per mile)
- Airfare

Estimated Expenses

\$ _____

\$ _____

\$ _____

Lodging Expense:

\$ _____

Meal Expense:

\$ _____

Registration Fee(s):

\$ _____

Other Expenses (itemize/explain or attach):

\$ _____

TOTAL ESTIMATE

\$ _____

Amount Requested: _____

This is a:

___ One Time Request

___ Recurring Request for 2 Years

___ Recurring Request for 3 Years

Signature

Date

Please sign and forward this form to the Graduate Studies Office

Approval

Request:

___ Denied

___ One time allocation approved for \$ _____

___ Recurring allocation approved for \$ _____ for FY _____

\$ _____ for FY _____

\$ _____ for FY _____

Because of the nature of the graduate studies budget, commitments longer than 3 years can not be made.

Graduate Dean

Date

A signed copy of this form must be forwarded to the Graduate Studies Office with any request for reimbursement, purchase order, procurement card log, etc.