

Graduate Student Travel Approval Form

(Travel must be approved before travel arrangements are made on clickbook.)

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 (jouglam@slu.edu).

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

(Grant holder's signature)

Updated 6/2/14