

**Economics Ph.D. Student
Application for Travel Funds
Must be submitted a minimum 14 days prior to event.**

Student Name: _____
SID: _____ Email: _____

Please provide the following information:

- 1) Where are you traveling?

- 2) Nature of the reason for travel (presentation of your research is required at a workshop/conference, etc.).

- 3) Dates of travel.

- 4) Amount to be requested for reimbursement.

- 5) You agree to follow [UCSC Financial Affairs Travel and Reimbursement Guidelines](#) and department guidelines and failure to do so will result in your application being retroactively denied. (Short but incomplete summary: you must pay for your own expenses, provide itemized receipts for expenses paid, bundled travel packages not allowed, expenses must reflect coach/economic/most economical mode of travel, provide proof of presentation—i.e., first page and table of contents of program. Remit “post travel” documentation to Leigh or Grad Programs Coord within 2 weeks of travel.)

Student Signature: _____ Date: _____

Advisor Approval: _____ Date: _____