

**BAYLOR UNIVERSITY GEOSCIENCES
STUDENT TRAVEL REQUEST AUTHORIZATION**

NAME: _____ **DATE:** _____

SUPERVISOR: _____ **ID Number:** _____

START DATE: _____ **END DATE:** _____

ESTIMATED TRAVEL COSTS

<u>Item/Name/Description</u>	<u>Cost</u>
Conference: _____	\$ _____
Workshop: _____	\$ _____
Housing/Lodging: _____	\$ _____
Airfare: _____	\$ _____
Car Rental/Personal Car: _____	\$ _____
Meals: _____	\$ _____
ESTIMATED TOTAL COST:	\$ _____
LESS: Graduate School Funds (MUST apply 4 weeks in advance)	\$ _____
LESS: Other agencies you have applied to _____ (Required to try or apply)	\$ _____
BALANCE REQUESTED:	\$ _____

Baylor Account Name: (Departmental funds, Grant, Wendlandt GRG, etc.)

_____ \$ _____

SUPERVISOR APPROVAL: _____ **DATE:** _____

CHAIR APPROVAL: _____ **DATE:** _____

AMOUNT APPROVED: \$ _____

TRAVEL RATIONALE & OTHER NOTES/EXPLANATIONS:

