

DEPARTMENT OF SOCIOLOGY

TRAVEL ACKNOWLEDGMENT FORM FOR GRADUATE STUDENTS

TRAVELER'S NAME (please print): _____
TRAVELER'S EMPLOYEE ID: _____

DATES OF ABSENCE: Beginning _____ through _____

Purpose of Trip (e.g., presenting paper at ASA, dates of conference, location):

PLEASE ATTACH DOCUMENTATION FOR TRIP
(examples: copy of Program, Letter of invitation, Notice of Award, Email, etc.)

NOTE: This form must be signed by your supervisor and submitted to Kelly Malone, Graduate Program Coordinator, prior to your travel for which you are being reimbursed.

For GRAs and GAAs, the supervisor is the faculty or staff member who supervises your work.

For GTAs assigned as graders or recitation leaders, the supervisor is the instructor for the class.

For GTAs assigned as independent instructors, please list the person who will be covering your class, if applicable: _____. Submit to Claudia Buchmann.

Traveler's Signature _____ Date _____

Supervisor's Signature _____ Date _____

ELIGIBLE FOR DEPARTMENT FUNDING: Yes _____ No _____

Signature: _____ Date: _____
Kelly Malone, Graduate Program Coordinator

After obtaining signatures, please submit this form with your Travel Request to Karissa Wess, the Travel Coordinator in the Department.