



School of History, Philosophy, and Religion

Student Travel Request

Instructions: Download this form, fill it out, save it, and attach it to an email to Prof. Allen Thompson, the Director of Graduate Studies (allen.thompson@oregonstate.edu)

Name:	Date:
Student ID:	Date of Travel:
Email:	Travel Destination:
Phone:	Faculty Sponsor/Advisor (if applicable):

Priority for funding:	1) travel to a conference for a job interview;	2) travel to conference to give a paper or poster;	3) travel to conference/archive as part of an ongoing research project with a faculty sponsor;	4) other travel needs to be assessed on an ad hoc basis.
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Rationale for travel:

Approximate Transportation Costs (flight/taxi/mileage/parking)	Approximate Hotel Costs*	Conference Registration Fees	Approximate Meal Costs*	Total Requested

* Note: Any funding provided through OSU is restricted with respect to spending on hotels and food. Successful applicants are advised to work with the Assistant to the School Director regarding these details.

Office Use:
Decision:
Notes: