TRAVEL SUMMARY FORM

In order to receive a reimbursement, this form must be completed and submitted along with all itemized travel receipts.

Scholar: ______________________________________________________________

Dates of Travel: ______/_____/_____ to ______/_____/_____

CONFERENCE – Complete this section if you attended a conference.

Conference: __________________________________________________________

Purpose of Conference: ________________________________________________

Presented: Yes_________ No_________

Presentation Title: ______________________________________________________

GRAD SCHOOL VISIT – Complete this section if you visited a graduate school.

Graduate School: ______________________________________________________

Department: __________________________________________________________

Name of Person Met With: ______________________________________________

Title of Person Met With: _____________________________________________

CLASS SESSION – Complete this section if you sat in on a class.

Class Title: __________________________________________________________

Please provide a summary of your experience at the conference, graduate school visit, and/or class. Attach additional sheet, if necessary:

_________________________________________________________________

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