

Sam Houston State University
College of Humanities & Social Sciences

Graduate Travel Funds Request

Name: _____ SAM ID #: _____

Date: _____ Student _____ Faculty _____ Graduate Program: _____

Destination _____

Dates of Travel _____

of weekdays included in travel: _____

Purpose of Travel and purpose of using Graduate Funds: _____

This will benefit the university by...

Estimated Costs:

Registration:	\$ _____	Other:	\$ _____
Hotel:	\$ _____	Other:	\$ _____
Airfare:	\$ _____	Other:	\$ _____
Rental car:	\$ _____	Other:	\$ _____
Meals:	\$ _____	Other:	\$ _____
Tolls:	\$ _____	Other:	\$ _____
Taxi:	\$ _____	Mileage:	_____ miles x .54 = \$ _____
Shuttle:	\$ _____	Total:	\$ _____

Fund Org Program

Department Chair Approval _____

Total Approved: \$ _____

Dean's Office Approval _____