Revised 12/2020

Graduate Student Travel/Research Request Form

JHU Department of Cognitive Science

All graduate students must seek approval prior to making ANY purchase with the intent of using departmental or faculty funds to cover the expense. Purchases made without prior approval will not be covered. PhD students requesting use of their **Travel/Research Allowance** are reminded that the allowance is $1500/yr through the 5th year; if traveling to a workshop/conference in Year 2-5 the student is expected to present. Year 1 PhD students may be approved to use up to $500 of their travel/research allowance to attend without presenting, at a conference/workshop. See the PhD Student Travel/Research Funds Policy and business expense resources here: https://cogsci.jhu.edu/department-resources/travel-resources-forms.

Name: _____ **Today's Date:** _____ **Type of Expense:** [ ] Domestic Travel
[ ] International Travel
Purpose of Expense: _____ [ ] Non-Travel

_____

For conferences: provide event name, reason for attendance (presenting, networking, etc.), city and state/country.

Anticipated Dates: _____ to _____ **Budget(s) to Charge:** _____
For non-travel provide only purchase date. *in words*

For All Fund Requests *check each box to confirm acknowledgement of the policy and personal responsibility*

[ ] I consulted with my faculty advisor/PI to discuss all funding options. Whenever possible, faculty are encouraged to fund travel/research expenses to present or carry out research related to faculty grants.

[ ] I acknowledge that reimbursement requests are due within **60 days** of purchase. Receipts must be included.

For Travel Requests *check each box to confirm acknowledgement of the policy and personal responsibility*

[ ] I will seek reasonably priced transport and accommodations, early registration, etc.

[ ] If this trip is funded by sponsored (grant) funds, I will book air travel in accordance with the federal Fly America Act, which requires use of US flag air carriers. https://finance.jhu.edu/forms_library/forms/act.pdf

[ ] If this trip is funded by sponsored (grant) funds, I will identify an alternative budget to charge any membership fee.

Expense Budget: Use the empty lines for any items that do not fit the pre-defined categories. Per diem and alcohol may not be included. A maximum of $30/day is allowed for food; itemized receipts must be provided.

Expense Category		Detail	Anticipated Expense
Membership Fee	Required for registration?:		
Registration/Abstract Fees			
Air	Airline(s):		
Train			
Lodging	Hotel chain, # nights:		
Ground Travel	Mode(s) of transport:		
		Anticipated Total Expense:	**$**

Supplemental Funds Applied for	Approval Status	Amount
GRO Travel Grant studentaffairs.jhu.edu/gro/funding/travel-grants		
Conference/Workshop/Summer School Award		
	Total Requested Funds:	**$**

Approvals

Advisor/PI: _____
Needed for both Grad Travel/Research Allowance requests AND Faculty or Grant Fund requests

Travel Chair: _____
Only needed for Grad Travel/Research Allowance requests

Return the signed form to Sarah Ciotola, sciotol3@jhu.edu.
OR, if approval is sought via email, copy Sarah on the exchange.

Department Chair: _____
Needed for exceptional requests only, as deemed by advisor/PI, DGS or staff

Include any relevant budget justifications on a separate sheet or in an email.