



STUDENT TRAVEL FUND REQUEST

Date of Submission: _____

Name: _____

Dates of Travel: _____

Reason for Request:

Amount Requested: _____

Budget Breakdown (please attach backup documentation of projected costs):

Have you previously successfully requested travel funding?

Yes

No

If yes, please list the date, purpose, and the amount approved:

Approved

Not Approved

_____ Amount (if other than amount requested)

Signature of Director

Date

- ❖ For students presenting or otherwise participating in a lecture, conference, etc., please attach your invitation letter. In instances where funding needs to be secured before submitting an abstract, students should submit their abstract along with the other required supporting documents and an anticipated date of notification from the organization. Funding, if approved, will be subject to acceptance by the organization.
- ❖ For students not actively participating, please attach a one-page justification for the request.
- ❖ Supporting documentation for travel, hotel, and conference registration costs is required.
- ❖ NYU is on a September-August budget cycle. Student funding is limited and not guaranteed. Funds may be maxed out before the end of the budget cycle, dependent upon requests throughout the year. Early application is recommended.
- ❖ Once request is approved, please see Tiffany Wall for further information on booking travel. ISAW should book all travel directly whenever possible. If your planned itinerary changes after approval is given, please contact the Academic Affairs Office as this may affect your funding.