

**Catholic University of America  
Department of Library and Information Science**

**For Students**

**TRAVEL REQUEST FORM**

**THIS FORM MUST BE SUBMITTED AND APPROVED PRIOR TO TRAVEL**

Please submit the form at least 6 weeks in advance of your travel for approval for eligibility of reimbursement. You can email this form to Ms. Louise Gray ([grayl@cua.edu](mailto:grayl@cua.edu)).

<b>Date:</b> _____ <b>CUA student ID Number:</b> _____
<b>Traveler:</b> _____
<b>E-mail:</b> _____

<b>Conference to attend:</b>  
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<b>Purpose:</b> _____
<b>Destination:</b> _____
<b>Departure Date:</b> _____
<b>Return Date:</b> _____

Note:

1. The conference to attend (your purpose of the conference travel) should be related to your professional activities.
2. To get reimbursed, you should submit the original receipts to Ms. Gray within 10 business days after the travel.
3. The travel fund available is up to \$500 per student per year. This fund may be used for air fare, lodging, conference registration, and a professional organization membership to attend the conference.
4. Additional funding sources for CUA graduate students
  - a. DLIS AGLISS funding <https://sites.google.com/site/cuaagliss/forms/agliss-travel-conference-funding>
  - b. CUA GSA funding (up to \$150): <http://gradstudents.cua.edu/conferences.cfm>

**I certify that the travel is necessary and directly related to my study and professional activities.**

Signed: \_\_\_\_\_

Date: \_\_\_\_\_