



PennState

**College of Engineering Dean's Office
Graduate Student Travel Cost Share Request Form**

The Graduate Student Travel Cost Share Form must have faculty and department signatures before submitting to the Office of Engineering Education in 102A Hammond for approval a minimum of one week prior to travel. Please allow adequate time for processing in the department prior to submission to 102A Hammond.
Incomplete and late submissions will not be considered.

All Graduate Student Requests will be approved by Dr. Peter Butler and processed by Betty Mantz

Graduate Student Name: _____ Email: _____ Access ID: _____

Adviser's Name: _____ Email: _____ Access ID: _____

Graduate Student's Dep't: _____ Adviser's Department: _____

Travel Dates: _____ through _____

International Destination: _____

Domestic Destination: _____

Conference Title (faculty and graduate students: _____)

Please provide conference details (200-word limit):

Please provide the expected outcomes (200-word limit).

FACULTY AND DEPARTMENT FUNDING IS REQUIRED FOR COLLEGE SUPPORT FOR STUDENT TRAVEL:

Faculty Share: \$ _____ Faculty Signature: _____ Date: _____

Explanation if faculty funds are not provided:

Department Share: \$ _____

Department Head Signature *Date*

College Share: \$ _____ **College will match up to \$500 of Faculty Support for Students**

Peter J. Butler, Associate Dean Signature *Date*

Total Support: \$ _____