

**Student Travel Request Form**

To request travel funds, email this form to the Epi Administrator, DJ Miller, at mrmiller@uw.edu.

*Students presenting at a conference need to attach a copy of their abstract acceptance.*

**Travel Request Due Dates:**

* August 15  for travel between October 1 and January 31
* November 15  for travel between January 1 and April 30
* February 10 for travel between April 1 and July 31
* May 15  for travel between July 1 and October 31

**NOTE: Student must be registered during academic quarter of travel to be eligible for Epi funds**

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date form completed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Travel Dates: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Expected Qtr of Graduation from Epi:\_\_\_\_\_\_\_\_\_ UW Academic Qtr of Travel:\_\_\_\_\_\_\_\_\_\_

**If presenting at a conference:**

Meeting/Conference Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Meeting/Conference website URL: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Location: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date abstract due: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**If Doctoral Candidate requesting funds for dissertation related travel:**

Location: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Why are travel funds necessary for your dissertation work? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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*Refer to* [*https://finance.uw.edu/travel/perdiem*](https://finance.uw.edu/travel/perdiem) *for details on per diem rates.*

Maximum lodging rate at location: $ \_\_\_\_\_\_\_

Maximum meal/per diem rate at location: $ \_\_\_\_\_\_\_

***REQUESTED AMOUNTS:***

 Airfare: $ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Registration fee: $ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Lodging: cost per day x\_\_\_\_days $ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Meals: cost per day x\_\_\_\_\_\_days $ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 **TOTAL REQUESTED FROM EPI** $ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 *maximum of $500 for national/international; $200 for regional*

Refer to <https://epi.washington.edu/students/student-opportunities/travel-awards/> for full details of Epi’s Student Travel Awards