



**University of Washington Department of Physics**  
**Graduate Student Travel Request**

Please type or print legibly and return to Catherine Provost, Graduate Program Assistant in C139B.

Name \_\_\_\_\_ Program \_\_\_\_\_  
 Email \_\_\_\_\_ Phone \_\_\_\_\_

Conference or Event Name \_\_\_\_\_

Destination (City & State or Country) \_\_\_\_\_

Conference or Event Dates \_\_\_\_\_

Travel Departure Date \_\_\_\_\_

Paper Accepted       Paper Pending Acceptance       Giving Talk

Other \_\_\_\_\_

Amount Requested (transportation only) (\$300 max domestic, \$500 max Int'l) \_\_\_\_\_

Faculty Contact \_\_\_\_\_

Short justification statement by faculty member

Faculty Signature \_\_\_\_\_ Date \_\_\_\_\_

Applicant Signature \_\_\_\_\_ Date \_\_\_\_\_

APPROVED \_\_\_\_\_  
 Marcel den Nijs, Graduate Program Coordinator

AMOUNT APPROVED \$ \_\_\_\_\_

The Graduate School Fund for Excellence and Innovation (GSFEI) and the Department of Physics make travel awards possible. If you receive your travel award from the GSFEI, you will also receive an email from the Dean of The Graduate School.

Please contact the Fiscal Specialist **BEFORE** you travel to find out about the travel expense and reimbursement procedure and to **complete required travel forms**: Room C121, PAT/ fiscspec@uw.edu / 206-685-7896.