Travel Reimbursement Request

IMSE students may request travel reimbursement from the Graduate School. Students are eligible for up to $200 in matching travel funds each fiscal year. The graduate student must be presenting his or her work (e.g. paper, poster, talk, etc) at a conference, meeting or seminar. Requests should be made prior to travel. Requests will not be considered more than 90 days after the travel.

Student Name (please print): ___________________________________________ ID ______________________

IMSE Advisor Name (please print): __________________________________________

IMSE Advisor Department (please print): __________________________________________

Year in the Program: _____________________________

Title of Event: __________________________________________

Reason for Attending: __________________________________________
e.g., presenting a paper, poster, talk, etc

Title of Paper, Poster or Talk: __________________________________________

__________________________

Start Date: ___________________________ End Date: ___________________________

City: ___________________________ State: ___________________________

Country: __________________________________________

Amount of funding from PI or Department: ___________________________

Requested Matching Funds from the Graduate School (max. $200) ___________________________

Please return this form to: Beth Gartin (bgartin@wustl.edu), Institute of Material Science and Engineering, Rudolph Hall L52

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