

# IMS Graduate Student Travel Authorization Form

First name

Last name

Employee ID

Justification for Travel

Full Conference Title or Business Purpose

Presentation Title (if applicable)

Travel Start Date

Travel End Date

Travel Destination

Is any part of this trip  
personal travel?

Personal Travel Start Date

Personal Travel End Date

Yes

No

The [Online Travel Webform](#) will need to be completed if you say "yes" to any of the following:

Foreign Travel

Require a Bradley Parking Permit

Did you apply and receive  
a Graduate Travel Award

Are you requesting a Travel  
Advance?

Yes

Yes

Yes

Yes

No

No

No

No

All UConn graduate students traveling abroad must register with the Office of Education Abroad by contacting 486-5022 and obtaining an approval number at least 21 days prior to departure from the United States. International health insurance coverage for UConn students is also required and is handled by Global Affairs 486-3152

Expenses to be Charged

List All Account Number(s) to be Charged  
(if using more than one KFS# list total  
dollar amount for each)

Total Estimated Expenses

Registration

Airfare

Mileage/Tolls

Lodging/ Meals

Parking (Non-Bradley)

Rental Car

Other

Advisor:

Advisor's Signature

Date

Approved

Disapproved