

Emory University Graduate Student Council (GSC) Travel Grants Program

Intent to Travel Form

FORM INSTRUCTIONS

1. Complete entire form and deliver to GSC Office (DUC 502E) or GSC Box in DUC 515E.
2. You will receive an email either approving or rejecting your application based on the number of grants available. If approved, the confirmation email will contain instructions for filing your paperwork.
3. Upon returning, fill out and submit the *Travel Expense Report* online according to the instructions in your confirmation email. You will receive an email once we have processed your paperwork and reimbursement will be made 2-4 weeks later.

NAME: _____

DATE: _____ STUDENT ID: _____

DEPARTMENT: _____

EMAIL ADDRESS: _____ US CITIZEN?: _____

REIMBURSEMENT METHOD: Direct Deposit: _____ US Mail: _____
If US Mail, please provide address:

CONFERENCE NAME: _____

DATES OF TRAVEL: _____

PRESENTATION TITLE: _____

OTHER SOURCES OF FUNDING: _____

Questions? Email gsctravelclerk@gmail.com.

FOR GSC OFFICE USE ONLY

Process Number: _____ ITTF Date: _____ TER Date: _____