

Columbia University
 Mechanical Engineering Department
Travel Reimbursement for Graduate Students

Student Name: _____
 Home Address: _____
 Phone Number: _____
 Name of Conference: _____
 Conference Location: _____
 Conference Dates: _____
 Title of Paper: _____
 Thesis Advisor: _____

- Yes, I was/will be registered at Columbia University at time of conference.
- No, I have not previously received this benefit.
- Yes, I have passed the qualifying examination.
- Yes, I have received the approval of my thesis advisor.
- Yes, my paper has been accepted and will be presented at the Conference above (please show proof.)

Preliminary Approval _____
Sandra Morris Date

One-time funds not to exceed \$1000 are available for travel, hotel, food, and conference registration reimbursement. Please paperclip receipts to form and record travel expenses below, explaining any missing receipts in the "Comments" portion. You may fill out more than one form for the same conference if you want to expedite reimbursement for fees paid in advance of conference (registration fee and airfare). Please meet with Jean Cadet if a cash advance is needed. Submit this form, receipts, and proof of accepted paper to Sandra Morris in 220 Mudd. For reimbursement, please report Social Security Number to Jean Cadet, if you have not done so already. Thank you!

Travel Expense	Cost	Comments
Total		

 Sandra Morris Date