PhD Student Travel Funding Request
Truman School of Public Affairs

Traveler: _____

MU EmplID: _____ ☐ Not Employed by MU

Already requested travel funds this academic year? yes / no
please circle one

Destination: _____

Dates of Travel: _____

Purpose: _____
Please spell out association names, if possible. Thanks!

_____

_____

Estimate of Expenses:	Amount:	Booked and Pre-paid through TSPA: *See Patty to book*
Registration		
Airfare		
Taxi/Shuttle/MoX		
Miles: _____	@.53/mi	
Parking		
Meals ($___ a Day)*		
Hotel		
Other		

Based on Federal CONUS rates -- see link below or ask Patty

TOTAL ESTIMATED COST _____

TOTAL AMOUNT REQUESTED _____
Maximum $750 per academic year

I attest that at the time of the travel, I will have a valid driver's license.
If receiving mileage reimbursement.

Traveler Name	Traveler Signature	Date *(Must be before travel)*
Advisor Name	Advisor Signature	Date *(Must be before travel)*
PhD Coordinator Name	PhD Coordinator Signature	Date *(Must be before travel)*

**Upon travel completion, give travel documents/receipts to Patrice Koehner (KoehnerP@missouri.edu)*

Amount Approved: _____

http://www.defensetravel.dod.mil/site/perdiemCalc.cfm