

DEPARTMENT OF SOCIOLOGY

TRAVEL ACKNOWLEDGMENT FORM FOR GRADUATE STUDENTS

TRAVELER'S NAME (please print): \_\_\_\_\_

DATES OF ABSENCE: Beginning \_\_\_\_\_ through \_\_\_\_\_

**Purpose of Trip** (e.g., presenting paper at ASA, dates of conference, location):  
\_\_\_\_\_  
\_\_\_\_\_

**PLEASE ATTACH DOCUMENTATION FOR TRIP**  
(examples: copy of Program, Letter of invitation, Email, etc.)

**NOTE: This form must be signed by your supervisor and submitted to Kelly Hopkins, Graduate Program Coordinator, prior to your travel for which you are being reimbursed.**

For **GRAs** and **GAAs**, the supervisor is the faculty or staff member who supervises your work.

For **GTAs assigned as graders or recitation leaders**, the supervisor is the instructor for the class.

For **GTAs assigned as independent instructors**, the supervisor is Prof. Zhenchao Qian.

Traveler's Signature \_\_\_\_\_ Date \_\_\_\_\_

Supervisor's Signature \_\_\_\_\_ Date \_\_\_\_\_

\*\*\*\*\*

FUNDING ELIGIBILITY: Yes \_\_\_\_\_ No \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
Kelly Hopkins, Graduate Program Coordinator

\*\*\*\*\*

**After obtaining signatures, please submit this form with your Travel Request to Michelle Blackwell, the Travel Coordinator in the Department, or to Susan Pennington if travel is funded by IPR.**