

PADP Doctoral Student Travel Request

Traveler's Name & 810#:

Email Address:

Conference Name & Location:

Dates of Travel:

Itemized Estimates of costs:

Meals:	Other transportation*:
Lodging	Registration:
Airfare:	TOTAL:

**This may include travel to and from the Atlanta airport, transportation to and from conference site, parking at the Atlanta airport.*

Primary Mode of Travel (Circle one):

Air Personal Vehicle Rental Car Other (explain)

Please note that you may not drive your personal car out of state or rent a car without prior written approval from the dept. If you would like to request approval, please attach a letter of justification.

If you are requesting travel funding from the PADP Department, Graduate School, or OVPR, you are required to complete the following information. Otherwise, please note the UGA funding source for this Travel Authority Request.

- Are you presenting a paper on a panel?
- Have you included your proof of acceptance to the conference?
- Have you included your abstract?
- What is the title of your paper?

If applying for Graduate School funding as well, provide the following:

- Total number of semesters of graduate courses completed:
- Current Graduate GPA:
- Total Credit Hours registered for (during travel dates):
- Are you giving the same paper with another applicant:
- Are you the 1st or 2nd author on the list of authors:

I have read and understand the Student Travel Policy of the Department of Public Administration and Policy. I agree to abide by the travel regulations set forth by the Department, the Graduate School and The University of Georgia Board of Regents. I understand that I will be responsible for any travel costs incurred which (a) are in excess of my travel award and/or (b) do not comply with the PADP Student Travel Policy.

Traveler's Signature:

Date:
