

Information Science

Faculty: Student Travel Pre Approval Checklist

Faculty Name			
Student Name & Net ID			
Name and Dates of Conference			
Is this international travel?		If yes, be sure to register your travel on the Graduate School International Travel Registry page https://gradschool.cornell.edu/policies/international-travel-registry/	
Business Purpose: Must Include the 5W's - Who, What, When, Where, and Why			

The section below needs to be completed by the faculty person covering the expenses.

Please check yes or no below of what you are going to cover and the account number you are using for the charges if you are using multiple account numbers please put the account numbers next to the appropriate items being covered.
NOTE: Once this form is completed, it must be emailed to the admin support person **BY** the faculty member that is covering the expenses. It cannot be accepted if sent by the student.

What Is the faculty covering for trip? This section must be completed by the faculty person covering the expenses.	Select Yes or No	Select \$ Or %	Enter \$ Value or % Amount to be covered	Faculty Account Number: (If using Multiple Accounts be specific which account to what transactions listed below)
Conference Registration & Additional Workshops				
Airfare to and from Conference				
Lodging				
Per Diem: For meals				
Personal Car mileage: related to travel				
Buses,Trains, Taxis, Ubers, Lyft's, etc.				
Rental Cars if required				
Airport and other parking fees				
All Expenses related to this trip				
Did you apply for a grad school travel grant?				
Were you awarded the grant?			If yes, total amount of award	

Additional Notes

Date of approval	
Faculty Signature	

**By typing your name above, you agree to all the information listed on this document