

**STUDENT TRAVEL APPROVAL FORM**

All doctoral students in good academic standing at the end of their first semester financially supported by SGS-BHS to attend a scientific meeting in either the 2<sup>nd</sup> or 3<sup>rd</sup> semester (usually prior to entering the mentor's lab). The meeting they attend will be determined by their respective program director and it is expected that a faculty member or post-doc will accompany the student in order to help them navigate the meeting and scientific presentations. Financial support will be between \$500 - \$1,000 per student. The final amount will be determined on an individual case basis to be approved by the Associate Dean.

1. Name and place of the event student will be attending
2. Name of the faculty member or post-doc who will accompany you.
3. Request for approval for attendance at events form (*must be signed by Ethics and Compliance*)

This form along with the completed "Employee Travel Approval/Advance Report" (TA form available in our office) approved by the Track/Program Director and the campus Associate Dean. *A copy of the formal abstract must be included with the travel approval form.*

Name of Faculty Member or Post-Doc attending: \_\_\_\_\_  
(please print)

**APPROVALS:**

I certify that \_\_\_\_\_ meets the student travel guidelines above.  
(Student's Name)

\_\_\_\_\_  
Program/Track Director Signature Date

\_\_\_\_\_  
Associate Dean Signature Date

**PLEASE RETURN THIS FORM TO:**

Mayra Barreto  
Program Support Coordinator  
Office of Student Affairs and Admissions  
School of Graduate Studies  
Rutgers, The State University of New Jersey  
185 South Orange Avenue, MSB C-696  
Newark, NJ 07103