

**Manuel Arreola, PhD, DABR**  
*Director*

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*Graduate Coordinator*

### **Travel Funding Request**

PhD students, who are presenting authors, are eligible for \$300 in travel funding once per fiscal year from the College of Medicine. Travel is initially paid for through the department of the student's advisor. Subsequent to the travel, and once the final expense report is approved through the department of the student's advisor, the College of Medicine's Office of Graduate Education (OGE) will transfer up to \$300 in travel funding to the account that funded the travel. Please note that the OGE does not provide up-front funding, nor does it directly reimburse students.

Subsequent to the travel, and once the final expense report is approved through the department of the student's advisor, students should:

1. Complete the Graduate Education PhD Travel Fund E2E Form (*through the department of the student's advisor*)
2. Attach a copy of the completed expense report (*provided by the department of the student's advisor*)
3. Complete the below information and submit to the Medical Physics Graduate Coordinator, along with a copy of the completed Graduate Education PhD Travel Fund E2E Form and a copy of the final expense report.

**PhD Student Name:** \_\_\_\_\_

**PhD Student UF ID #:** \_\_\_\_\_

**Title of Presentation:** \_\_\_\_\_

**Conference Name:** \_\_\_\_\_

**Conference Location:** \_\_\_\_\_

**Conference Date:** \_\_\_\_\_

**PhD Student Signature:** \_\_\_\_\_