



**Bennett S. LeBow College of Business  
Ph.D. Program in Business**

**PhD Student Travel Expense Approval Sheet**

The PhD program has limited funding to support students travel to academic conferences. The funding is for students presenting papers at national or major conference in their specialization or for interviewing at major job conferences. Students must get their PhD Coordinator or Department Head to approve the conference.

Student: \_\_\_\_\_ Department: \_\_\_\_\_

Conference: \_\_\_\_\_

Conference location and dates: \_\_\_\_\_

Reason for attending: \_\_\_\_\_

Participation in the conference must be approved by the student's PhD coordinator (or Department Head) and the Director of the LeBow PhD Program. **These signatures must be obtained PRIOR to the trip; otherwise the expenses will not be reimbursed.**

\_\_\_\_\_  
(signature of PhD Coordinator)

\_\_\_\_\_  
(date)

I approve this trip for a maximum of \$ \_\_\_\_\_

\_\_\_\_\_  
(signature of PhD Program Director)

\_\_\_\_\_  
(date)

The following information should be filled in after the trip and must be turned in with the check request form and receipts. Note that you **must turn in receipts for all expenses, including pre-paid expenses.**

1) Total pre-paid expenses on Department credit card: \_\_\_\_\_

2) Total check request amount: \_\_\_\_\_

3) Total expenses: (1+2) \_\_\_\_\_

Break down of total expenses:

Registration: \_\_\_\_\_

Air / Rail: \_\_\_\_\_

Hotel: \_\_\_\_\_

Food: \_\_\_\_\_

Other: \_\_\_\_\_