



## Travel Expense Request

*Please email completed form to Emily Bandi (ejb93@pitt.edu) or Melissa Stupka (mstupka@cnbc.cmu.edu) with your advisor cc'ed before making travel arrangements. Turn in itemized receipts within 30 days of returning from travel.*

Name \_\_\_\_\_ Department \_\_\_\_\_

Email \_\_\_\_\_ Phone Number \_\_\_\_\_

Advisor Name \_\_\_\_\_

### Conference Information

Conference Title \_\_\_\_\_

Conference Location \_\_\_\_\_ Travel Dates \_\_\_\_\_

Reason for Attending \_\_\_\_\_

### Estimated Travel Budget

Registration Fee \_\_\_\_\_

Airfare \_\_\_\_\_

Meals \_\_\_\_\_

Lodging \_\_\_\_\_

Miscellaneous \_\_\_\_\_

Total \_\_\_\_\_

Describe miscellaneous costs \_\_\_\_\_

Will your Department or Advisor reimburse for expenses in excess of CNBC funds?