Student Travel Authorization
Machine Learning Department

Name: _____   Dates of Travel: _____

Destination: _____

Purpose of Trip: _____

First submit this form to your Faculty Advisor(s)

Faculty Sponsored Travel

Reimbursement approved:

☐ Partial   Amount _____

☐ None   Project (Oracle String) to be charged: _____

Comments: _____

Faculty Advisor(s) _____

In most cases, student travel is funded through their advisor's grants. If Faculty sponsored or discretionary funds are not available you may request that your travel be funded by the Machine Learning Department by submitting this form to the Graduate Program Administrator. The maximum to be reimbursed will be $200 plus the registration fee, if only attending the conference or workshop; $600 plus registration fee, if presenting a paper.

Department Sponsored Travel

Reimbursement approved: ☐ Presenting at Conference

☐ Partial   Amount _____   ☐ Attending but not presenting

☐ None   Project (Oracle String) to be charged: _____

Title of paper: _____

Link to paper: _____

Comments: _____

Department Approval: _____   Date: _____

All Dept. funded student travel must be authorized in advance by completing this form. Student travel is unlimited as long as there is money available from research contracts and/or discretionary funds of a sponsoring faculty member.When there is no travel money available from these sources, there may be a limited amount of funding available from the Machine Learning Department.First ask your faculty advisor(s) for travel authorization through their contract or discretionary fund . In the case that funding is not available from your advisor / project you may then submit a request for departmental funding. Since departmental funds are limited, some requests may not be approved, and some may not receive full funding.To ensure reimbursement, submit this form in advance, to your Graduate Program Administrator.