

Student Intent to Travel 2023-2024

Please complete all fields on this form. We encourage you to complete this form as soon as you "think" you might be traveling. If possible, complete at least **three months before you travel**. This will allow the Graduate Program and the various financial administrators to confirm the financial support **before any expense has occurred**.

Please complete and submit this form to your Graduate Program Coordinator. Please review the responsibilities of the traveler when traveling on behalf of Vanderbilt University.

For full VU policy: https://finance.vanderbilt.edu/policies/Travel_and_Business_Expense_Policy.pdf

Confirm you reviewed the policy and will **book all flights in Concur**. Yes

Student's Name: _____

Student's VUNet ID: _____

Student's E-mail address: _____

Student's Mentor(s): _____

Mentor's Home Department or Primary Affiliation: _____

Name of Conference, Meeting, or Training: _____

Destination: City, State, and Country _____

Travel Dates: _____

Estimated Total Expenses: _____

Financials

Have/Will you applied for a \$1000 Travel Award from the Graduate School? Yes

Will VUMC Funding be used for this travel? Yes

Centers to Charge
Filled out by Financial Administrator(s)

VUMC Center:		Admin:	\$
VU Account:		EXP ORG:	\$
Project:	Task:	Admin:	
VU Account:		EXP ORG:	\$
Project:	Task:	Admin:	

If funding is provided by a grant, how does this travel benefit the grant: _____

Will you be utilizing or applying for external funding, outside of VU/VUMC, for a this travel? If so, please share amount. Yes **Amount: \$** _____

Certify Business-Related Travel

Please check any which apply to certify that this trip is related to VU's business. In order for payment to be made to a student on a tax-free basis, the traveler must certify that the travel is directly related to the support of Vanderbilt's business. This certification will later be attached to the travel expense report when requesting reimbursement.

- Directly supports a faculty member's project or research program
- Related to presenting or leading a session at a conference on behalf of the university.
- Incurred while officially representing the university.
- Required to fulfill university's obligations to outside funding agency.

Student Signature: _____
Sign Print

Mentor's Signature: _____
Sign Print