



***Attention Supervisor:***

**CPS policy regarding Travel Grants to Grad Students:**

- One travel grant can be awarded to each student per fiscal year
- *If your lab is supported by grant funds:* One student from your lab can be awarded a Travel Grant per fiscal year
- *If your lab is NOT supported by grant funds:* Up to two students from your lab can be awarded a Travel Grant per fiscal year.

*I certify that this is a request for travel reimbursement that is not currently available to the student.*

\_\_\_\_\_  
**Faculty Supervisor Signature**

\_\_\_\_\_  
**Date**

Supervisor may comment here \_\_\_\_\_  
\_\_\_\_\_  
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\_\_\_\_\_  
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For Office Use Only:

***Executive Committee Member: Please mark your decision below***

Approve

Disapprove

Comments: \_\_\_\_\_

\_\_\_\_\_  
Executive Committee Member Signature

\_\_\_\_\_  
Date