**CDG Conference Funding: Reimbursement Approval Form**

Student name:

Traveled to: to present a paper at

Travel dates: to , 20

**I have been promised funding for this trip from the following source(s):**

*Note: Please ask your individual funding source(s) for help in calculating the costs of food, as well as the cost of taking your personal car, before completing this form.*

*For additional sources, or additional costs, please record on the back of this page.*

**Source 1**

**$**

**My individual travel costs to be reimbursed by this source:**

$

$

$

**Source 2**

**$**

**My individual travel costs to be reimbursed by this source:**

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$

$

**Once this form has been approved by a DGS, a copy should be attached to your receipts along with each request for payment of your travel expenses.**

***Affidavit:*** *I understand that those who are providing me with this funding, must require and document that no duplicate payments of travel costs are made; I understand that submitting the same travel costs for multiple reimbursements would constitute fraud.*

Student Signature Date:

**Approved:**  DGS Signature Date: