

Date Student Brought to BGS Financial Office: _____

BIOMEDICAL GRADUATE STUDIES – REQUEST FOR COURSE FUNDS

PRINT NAME: _____ SIGNATURE: _____

E-MAIL: _____ DAY PHONE: _____

COURSE INFORMATION:

Dates: (mm/dd/yy – mm/dd/yy)	Location: (City, State, Country)	Name of Course:

Attach a justification for attending the course as well as a letter of support from your advisor for attending the course.

EXPECTED COSTS: Please provide a detailed summary of all expected travel costs below

Airfare / Rail:	
Hotel:	
Per Diem (meals only):	(\$ /day) (days) = \$
Registration Fee:	
Taxis and Local Transportation:	
TOTAL:	

Note: One time up to \$1,500 max per BGS lifetime to attend one off-site course.

FUND SOURCES AND APPROVALS: Please petition your PI and Graduate Group, along with other possible sources, for funds. You must obtain amounts, signatures, and budget account information in the fields below **before** submitting a request to the BGS Financial Office.

AMOUNT OF P.I. CONTRIBUTION: \$ _____

Name of P.I.: _____ Signature of P.I.: _____

26-digit budget account #: _____

Contact Name and Phone: _____

AMOUNT OF GRADUATE GROUP CONTRIBUTION: \$ _____

Name of Graduate Group: _____ Signature of GG Authorizer: _____

26-digit budget account #: _____

Contact Name and Phone: _____

AMOUNT OF TRAINING GRANT CONTRIBUTION: \$ _____

(for those supported by a training grant)

Contact Name and Phone: _____

if applicable:

AMOUNT AVAILABLE FROM OTHER SOURCES SUCH AS INDIVIDUAL FELLOWSHIPS, OR OTHER:

Contact Name and Phone: _____

DIRECTOR SIGNATURE: _____

Dr. Daniel Kessler

DATE SIGNED: _____