

Architecture Conference Travel Request

Name of Traveler: _____ Student ID #: _____

Mailing Address: _____ Telephone Number: _____

E-mail address: _____ Program: MS PhD

Name of Conference: _____

Location (City, State): _____ Date of Conference: _____

Conference Paper Title: _____

U.S. Citizen: Yes No If no, Visa Type: _____

Note: International Students must complete the required GLACIER tax status document. The Initial GLACIER Information Form can be downloaded as a PDF from:
<http://payroll.berkeley.edu/GLACIER/GLACIERform.pdf>.

IMPORTANT:

Prior to leaving: Please attach a printed confirmation that your paper has been accepted by the specified conference. *Example:* A printed e-mail or photocopy of the invite letter.

Upon return: In order to be reimbursed for travel you are required to provide an itinerary, boarding pass and **original receipts** for airline. **Photocopies of receipts are not acceptable.** For electronic tickets, please provide confirmation itinerary with flight, ticket number, and payment information. In addition, please provide a copy of the Conference Program with your name listed as a presenter.

Signature: _____ **Date:** _____