

Neuroscience Graduate Program

1st Year Educational Allowance Request

The Neuroscience Graduate Program provides an educational allowance to assist first year NGP doctoral students that can be used for a computer or travel to a scientific meeting during the first year in the program. The amount of support is \$1,000, and is to be used with in the first academic year. Students must submit their funding requests for all meetings and events at least 4 weeks prior to travel dates in order to verify their funding eligibility.

Complete the following fields:

1. Payee information:
Student Name: _____
Student ID #: _____
Home Address: _____

Date of Request: _____
Requested Amount: _____
Description (What): _____
Business Purpose (Why): _____
Travel (Where): _____
Dates of event / travel: _____

Educational Allowance Type:

_____ Travel
_____ Computer
_____ Other

Check Routing Options:

_____ Pickup
_____ Mailed
_____ Electronic

Comments: _____

Dept. Authorized Signature: 

In order to expedite your payment, please make sure you do the following:

- * Fill out Departmental Request Form
- * Fill out Travel or Non Travel Expense Form including your signature. The department will sign as Supervisor. Please be sure to fill out your name clearly. Failure to provide this information will delay your payment.
- * Attach all receipts to a 8 1/2 X 11 sheet of paper with tape. Please DO NOT staple receipts. Please DO NOT fold documents, they will be copied by our office as well as by Disbursement Control.

For Internal Use Only
Date Submitted: _____
Total Amount: _____
eDoc#: _____
Account: _____