Student Request for Financial Commitment Form

Submit by Email | Print Form

Department of City and Regional Planning
College of Architecture, Art, and Planning
Cornell University

Complete this form and return to the Academic Programs Coordinator located in 106 Sibley Hall for review.

Name: _____ **Email:** _____ **Date:** _____

Type of Funding Request:

☐ **Student Conferences** ☐ Presenting ☐ On Panel ☐ Attending Only

Name of Conference: _____ *Date/s of Conference:* _____

Conference Location: _____

☐ **Student Research** Details _____

☐ **Additional Course Expenses** *Course Number* _____ *Reason for Additional Expense* _____

In order to be reimbursed, all original receipts along with the Travel Reimbursement Form found at https://aap.cornell.edu/sites/default/files/Payment%20Form.Faculty.Staff.Student.pdf must be submitted to Chris Hinman, 106 Sibley Hall, within 30 days of the trip/event end date.

If you have any questions regarding the reimbursement process, please stop by the CRP office.

Please note we will not accept any reimbursement requests that have not been pre-approved by the director of graduate studies, using this form.

Budget: i.e.: out of pocket travel and/or other costs related to participation or attendance to the conference, such as flight, gas, tolls, meals, hotel accommodations, conference registration fees. We will not honor per diem request or reimburse for anything paid for using points.

Documentation Attached ☐ Yes ☐ No

Did you apply for a *conference travel grant* through the Graduate School? ☐ Yes ☐ No

If yes, how much were you awarded from the Graduate School? _____

Did you apply for a *Research Travel Grant* through the Einaudi Center? ☐ Yes ☐ No

If yes, how much were you awarded from the Einaudi Center? _____

Have you received previous funding from the department this academic year? ☐ Yes ☐ No

How much _____ *Purpose* _____

Official Use Only

Request Approved ____ **Yes** ____ **No** **Amount Approved:** _____

Account/s to be Billed _____ _____

Signature of Director of Graduate Studies _____

Signature of Chair _____