

## Student Travel Financial Aid Request Form

You have indicated that your department will be covering expenses for travel related to a conference or program that is in addition to the student’s normal educational expenses. Please complete the following information in order for Scholarships & Financial Aid to review the student’s file.

**Step 1: Please fill out the following student information.**

Student Name \_\_\_\_\_ UIN \_\_\_\_\_

Conference/Program \_\_\_\_\_

Destination/Location \_\_\_\_\_

Semester \_\_\_\_\_

**Step 2: The conference/travel Advisor or Program Coordinator MUST complete this form with reasonable cost(s) the student should expect or incur.**

The cost of attendance for a student attending Texas A&M University may be adjusted to reflect reasonable cost associated with the conference/program. In order for Scholarships & Financial Aid to adjust and formulate an official “Cost of Attendance” to include conference cost, please provide the information below.

Room & Board	\$
Transportation	\$
Conference Fees	\$
Miscellaneous (explain)	\$
Any additional cost (explain)	\$
<b>Total Cost</b>	<b>\$</b>
<b>Amount provided by Department</b>	<b>\$</b>

How are funds given to student?

Concur     AggieBUY     Gift Cards     Other (such as TWAPMTS or RPAAWRD)

Advisor/Program Coordinator Name \_\_\_\_\_ Title \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

Email Address \_\_\_\_\_ Phone Number \_\_\_\_\_