

*For Office Use Only*

*Approved*

*Not Approved*

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|  | **Office Of The Provost**  **Graduate Flights Funding Request Form** |

***\*\*PLEASE NOTE:*** This form must be completed by the student requesting funding, as far in advance as possible **before** making any travel arrangements. The completed form and supporting documentation should be submitted via email to gradflights@tufts.edu.

**Name:** **Date:**

**Gender: Race (optional):**

**School: Degree Program:**

**Anticipated Graduation Mo/Year:**

**Email address:**  **Phone Number:**

**Event Title: Travel Dates:**

**Travel to (city, airport code):** **Travel From (city, airport code):**

**Are travel dates flexible? Yes No**

**Dept ID# (for $50 booking fee + applicable airline taxes):**

**FUNDING REQUEST**

*Brief Description of Event (no more than 1 paragraph, please). Please be sure to describe your role at the event, e.g. presenting a paper or giving a talk, actively participating in a national disciplinary meeting, undertaking dissertation research, etc. Also provide any supporting documentation, e.g. if you are presenting at a conference please attach the confirmation email and/or if you are required to seek IRB approval, attach the confirmation of approval.*

*Are you receiving funds from your department, school or others toward this project or event? Please provide details on the amount of funds you are receiving and the source of funding.*

*Have you previously received funding from the Office of the Provost for this or any other projects?*

*If so, please explain when and for what purpose.*

*Is your travel to a country which is subject to university review (click*[*here*](https://tufts-travel.terradotta.com/index.cfm?FuseAction=Abroad.ViewLink&Parent_ID=0&Link_ID=3FF9F17F-5056-BA1F-72F9C17E45C1E662)*to check):*

* *Yes*
* *No*

*If your funding request is approved, do you agree to submit a written report to the provost’s office no later than 30 days after returning that describes specifically how the trip contributed to your academic goals? Please state here the date by which you will return your written report to the Provost’s office.*

*Please attach a brief letter of support from your faculty advisor that endorses your request and describes how this event directly supports your career development. You should also obtain the signatures of your School Dean and faculty advisor, below, indicating support of this application.*

*Submit the completed application with* ***all signatures*** *along with the letter from your faculty advisor.*

*\*All application components must be submitted together to* [*gradflights@tufts.edu*](mailto:gradflights@tufts.edu) *in order for your application to be considered complete. Please do not send any components separately and please do not submit an application with missing signatures.*

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*Faculty Advisor Name Faculty Advisor Signature Date*

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*Note to applicant:* Approval of a Gradflights award does not guarantee the availability of flights. Please submit your application as early as possible to increase the odds of finding a flight that will qualify for utilization of the university’s miles.

*Travel Registry:* All students are required to register their university-related international travel through the Tufts Travel Registry. As soon as your flight has been booked via the Gradflights program, please visit <https://tufts-travel.terradotta.com/> to register.