



### Student Travel Financial Aid Request Form

For financial aid purposes, monetary support provided for an educational expense must be reported and counted as a resource- whether paid directly to the student, reimbursed to the student, or paid on behalf of the student. If your department will be covering expenses for student travel please complete the following information (one form per student, please).

**Step 1: Provide the following student information.**

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

Name of Conference \_\_\_\_\_

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

Semester for which support was provided \_\_\_\_\_

**Step 2: The conference/travel advisor or program coordinator must provide a list of 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 costs associated with the conference/travel. Please provide details for any miscellaneous expenses.

Housing & Food	\$ _____
Transportation	\$ _____
Conference Fees	\$ _____
Miscellaneous (explain)	\$ _____
<b>Total Cost</b>	<b>\$ _____</b>
<b>Amount provided by Department</b>	<b>\$ _____</b>

How are funds provided to the student?

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

Printed Advisor/Program Coordinator Name \_\_\_\_\_

Title \_\_\_\_\_ Department \_\_\_\_\_

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

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

Please email this completed and signed form and any applicable supporting documentation to [fellowschol@tamu.edu](mailto:fellowschol@tamu.edu) or send to 1252 TAMU. If you have questions about payment for student conference travel or this form, call (979) 845-3982.