## Graduate School Travel Grant Process for the Student's Department Contact

Agree to be the student's Department Contact.



Provide the student with the UTA travel guidelines.



Assist student in booking airfare with Corporate Travel Planners (if necessary).



After the student returns from their trip, they will bring you the receipts to be verified within UTA travel guidelines.



File an expense report for the student. Once the expense report has been approved by travel, forward the approval e-mail to graduate.studies@uta.edu.



The graduate school will verify the travel grant reimbursement amount and transfer the funds to the cost center listed on the student's travel grant cover sheet.