



Name: \_\_\_\_\_

Address: \_\_\_\_\_

City/State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Email: \_\_\_\_\_

Stanford ID#: \_\_\_\_\_ Citizen/permanent Resident? \_\_\_\_\_

Dates of Travel: \_\_\_\_\_

Conference Title: \_\_\_\_\_

Title of Paper you are presenting (attach a copy of acceptance letter):

Year of graduate study: \_\_\_\_\_ Academic Department: \_\_\_\_\_

Have you had a CEAS/China Fund travel grant before? \_\_\_\_\_

Are you applying to other sources for this purpose? If so, please list them:

I certify that this travel is an integral part of this student's academic program.

ADVISOR: \_\_\_\_\_

(DATE)

(SIGNATURE)

(PRINT NAME)

<b>CEAS OFFICE USE ONLY</b>	
TRAVEL APPLICATION:	<input type="checkbox"/> APPROVED <span style="margin-left: 200px;"><input type="checkbox"/> DENIED</span>
CEAS DIRECTOR: _____	_____
(DATE)	(SIGNATURE)

## Student Certification

To be submitted with backup documentation for iOU requests for conference registration, **expenses in support of degree work** and reimbursement of travel expenses.

iOU transaction number \_\_\_\_\_

Name of Stanford student or post doc \_\_\_\_\_

Business purpose \_\_\_\_\_

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Dates of travel \_\_\_\_\_

I certify that these expenses:

- Directly supports faculty member's project or research program
- Are related to presenting at a conference (a photocopy of the conference program indicating the traveler is a speaker/presenter is required)
- Are an integral part of this student's degree work (**does not apply to post docs**)
- Are directly related to the student's employment at the University

Any student reimbursement, graduate or undergraduate, which does not meet the above criteria for university travel, should be submitted and paid through Graduate Financial Services (GFS) for graduate students and post docs and for undergraduates through Financial Aid Office.

### Helpful links:

- Processing Fellowship Payments: [http://fingate.stanford.edu/staff/suptstudents/process\\_fellowship.html](http://fingate.stanford.edu/staff/suptstudents/process_fellowship.html)
- GFS: <http://www.stanford.edu/dept/DoR/gfs/Sec6.html>
- AGM 36.7: [http://adminguide.stanford.edu/36\\_7.pdf](http://adminguide.stanford.edu/36_7.pdf)

For Financial Aid information email: [financialaid@stanford.edu](mailto:financialaid@stanford.edu)

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Stanford faculty member signature and date