



SHRS Travel Grant Program

for Graduate Students

Travel & Business (T&B) Cover Sheet

*Note: This cover sheet should be used only by students who received **conditional approval** for an SHRS Travel Grant prior to travel, and are now submitting their T & B and receipts **after** returning from the trip.*

Student Name: _____

Please attach the following documentation behind this cover sheet:

- ❖ **Signed** Travel and Business Expense Report (T & B) Form
- ❖ **Original** Receipts

Submit these materials to Jackie Harden in room 6035 Forbes Tower.

FOR OFFICE USE:

Date Received: ___/___/___ **Time:** ___:___ AM/PM (Initials) _____

