



UNC

THE GRADUATE SCHOOL
The University of North Carolina at Chapel Hill

***Royster Travel
Estimate Pre-Approval Form***

This form is to be used for students requesting pre-approval to use Royster funds for professional development travel expenses. Please submit this form to Laura Pratt prior to booking travel.

Name: _____ Date: _____

PID#: _____ Email Address: _____

Fellowship Type: _____

Department: _____

Home Mailing Address: _____

City: _____ State: _____ Zip: _____

Dates of Travel – Start Date: _____ End Date: _____

Destination Information – Travel From → To (City, _____ →

State): Reason(s) for Travel (*Provide a brief explanation*): _____

Lodging \$ _____ Conference Registration Fee \$ _____

Airfare \$ _____ Train Tickets \$ _____ Taxi/Subway Fare \$ _____

Personal Car Mileage (# of miles): _____ Meals/Food \$ _____ Other Expenses \$ _____

TOTAL ESTIMATED AMOUNT \$ _____

NOTE:

- Please submit this form prior to booking travel via email to Lepratt@email.unc.edu. Laura Pratt will respond to your request within two business days.