



gradorg.syr.edu

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## GSO Travel Grant Payment Request Form

This form must be submitted, **with receipts totaling your grant award amount AND any kind of proof of conference/event attendance**, within 30 days of the travel date, or within 30 days of receiving your award letter, whichever is later. Submit this form in hard copy along with supporting receipts and proof to the GSO Comptroller in Lyman 303 or place into the GSO mailbox in Lyman 304.

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

SUID: \_\_\_\_\_ SSN: \_\_\_\_\_

Degree:      MS                  PhD                  Other: \_\_\_\_\_

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

Citizenship Status:      US Citizen                  Resident Alien                  Nonresident Alien

Country of Residence: \_\_\_\_\_ Visa Type (nonresident aliens): \_\_\_\_\_

Permanent Home Address: \_\_\_\_\_  
\_\_\_\_\_

Payment Amount: \$ \_\_\_\_\_ Dates of Travel: \_\_\_\_\_ to \_\_\_\_\_

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### For Office Use Only

GSO Comptroller Signature

Date

\_\_\_\_\_  
Fund                  Dept                  Program                  Account                  Mycode  
11                  20504