## Graduate Student Travel and GA/GTA Substitution Request

Name of Traveler Graduate Student:

Travel Period, Start and End Dates:

Graduate Adviser of Traveler:

Graduate Assistant (GA) or Graduate Teaching Assistant (GTA) Employment during Travel Period.

GA or GTA: \_\_\_\_\_

Course, Number and Section(s):

Faculty directing GA/GTA employment:

If GA/GTA assignment is split between two or more courses, fill out one form for each course.

Describe all GA/GTA activities that need to be substituted during the travel period. One row for each activity specifying date, time, course, activity (GA/GTA meeting, lab or lecture, grading, office hour, etc.)

Traveler attests to completeness of information:	
Signature of Traveler:	
Approval by Graduate Adviser of Traveler:	
Approval by Graduate Student Substitute:	
Approval by Graduate Adviser of Substitute:	
Approval by Faculty directing GA/GTA employment of Substitute:	
Approval by Department Chair:	

Email filled-out form with all signatures to chem@mst.edu