

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.)

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Traveler attests to completeness of information:

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Approval by Graduate Adviser of Traveler:

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Approval by Graduate Student Substitute:

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Approval by Graduate Adviser of Substitute:

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Approval by Faculty directing GA/GTA employment of Substitute :

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