

**Sample Student Stipend Request Form**

**For Faculty to Complete**

**MEMORANDUM**

**To:** Danielle Smoller  
Associate Dean

**From:** Janet Reyes  
Associate Dean

**Date:** 7/1/2016

**Subject:** Student Travel Stipend

The Dean's Office at the Graduate School of Architecture, Planning and Preservation has awarded the following students travel stipends to offset costs associated with (Course Name and Number) led by Professor (Name). Each student is allocated (\$amount).

The students are expected to travel to (Destination - City, State, and Country) from (Travel departure date) to (Travel arrival date). Please disburse stipends in the amount of \$XXX to each of the following students for (Course Name and Number), Fund Code AST2 or ARTL.

**Course Name:** Advanced Studio IV (Example)

**Course Number:** ARCHXXXX (Example)

**Professor Name:** John Doe (Example)

Last Name	First Name	Student's Program	Student's Email	UNI	C Number	Stipend Amount
Smith	John	MARCH	<a href="mailto:JS3213@columbia.edu">JS3213@columbia.edu</a>	JS3213	C12345678	\$1,000.00