

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	JS3213@columbia.edu	JS3213	C12345678	\$1,000.00