

**PROSPECTIVE GRADUATE STUDENT TRAVEL AGREEMENT**

I, \_\_\_\_\_, understand that I have been selected for a campus visit to the University of Kansas (KU) in Lawrence, Kansas on \_\_\_\_\_ to \_\_\_\_\_.  
(arrival date) (departure date)

I understand that the purpose of this campus visit is to provide an opportunity to learn more about the University of Kansas \_\_\_\_\_ Department. The visit will include: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_.

In connection with this visit, I recognize that I am eligible to receive reimbursement not to exceed \_\_\_\_\_ for travel related expenses (e.g. lodging, transportation, meals) in accordance with [University policy](#).

I also recognize that if a change to my travel schedule is necessary that I may be reimbursed for a travel-related cancellation or change fee if the charge was incurred for any of the following reasons:

- Change in the University's business needs
- Natural disaster
- Personal emergency or illness

I understand that the original receipt is required as proof that the cancellation or change fee has been paid. I agree that if I choose not to complete my campus visit for a reason other than those listed, I will be responsible for reimbursing KU for all pre-paid travel arrangements that are non-refundable (e.g. non-refundable airfare).

**Student Signature:** \_\_\_\_\_

**Student Name:** \_\_\_\_\_

**Date:** \_\_\_\_\_