

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 KU will provide the following travel accommodations on my behalf: (check applicable items)

- Transportation (Airfare/Rail/Shuttle)
- Lodging

I also recognize that I am eligible to receive reimbursement not to exceed _____ for other travel related expenses (e.g. 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 fee 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: _____