

## **Request to allow travel on K account while student is on a full-time TA**

You must submit this form to OSP and receive prior approval to use the K account before booking travel for your student. Approval from OSP does not constitute an approval for Travel Authorization. That is a separate process.

The student cannot travel to collect new data or conduct new research.

- 1. Explain how this student is connected to the specific K account that travel funds are requested on?**

Type  
Response  
Here:

- 2. Explain and justify how this student's travel is essential to the Federal award that travel funds are requested on?**

Type  
Response  
Here:

- 3. Explain and justify how this student travel does not cause a conflict of commitment with their TA appointment?**

Type  
Response  
Here:

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**PI Signature**

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**PI Printed Name**

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**Date**