

NOTE: The below should be modified and placed on your institution's official letterhead.

(Delete and insert date)

This is to inform you that (insert name) is a full time student in valid (insert visa type) status at (insert university). I understand that (insert name) will travel to (insert destination) (insert dates of travel) to participate in (insert purpose of travel) and will present the talk (insert title of talk). I also understand that travel expenses will either be paid directly to the vendor or reimbursed off receipts to (insert name) by the Institute for Quantum Science and Engineering at Texas A&M University. I authorize this travel, participation, and the reimbursement/payment of travel expenses.

Sincerely,

(Delete and sign here)

(Delete and type advisors name and title here)