

University Student Travel Fund Request

Undergraduate

Graduate

Complete Program Participation Information below and Attach an Abstract or 3 Sentence Summary of your Project.

Application Date Travel Begin Date Travel End Date

Student's Full Name Student ID

Student's Email College/School

Faculty Sponsor Department

Meeting/Conference & Location

Title of Paper/Presentations
Also enter # of Presentations:

Does the work you will present connect to a local, national, or global issue or problem ?

Did you implement service and/or responses toward the issue/problem ?

Did you use research and/or service to determine how to alleviate the issue/problem ?

Submit request at least one month prior to travel. It requests only that the funds be granted. A Travel Expense Reconciliation with original receipts must be submitted within one month after approved travel to receive reimbursement check. Requests filed later in the year can only be supported on the basis of funds remaining in the account. Preference will be given to requests submitted prior to Oct. 31 of fy.

Enter Travel Expenses below:

Registration
Air Fare
Other Transport
Room
Food
Total

Obtain Signatures below:

Student's Signature Date

Faculty Sponsor's Signature Date

Department Chair's Signature Date

Forward to your Dean's Office for fund request approval.

1. Amount funded by College/School Dean's Office

\$ _____
Dean's Signature Date

Forward to the Office of the Provost for fund request approval.

2. Amount funded by Provost's Office
matching College/School funds up to \$500

\$ _____
Office of the Provost Signature Date