

Student Travel Request

Requests are due no later than **April 20, 2012** for travel prior to June 30, 2012.
You should consult with your faculty sponsor about appropriate conference(s) and deadline(s).

Basic Information:

Name: _____ SSN: _____
Major(s): _____ Class Year: _____ Campus Box #: _____
Email: _____ Phone: _____
Conference: _____
Location: _____ Dates: _____
Faculty Sponsor: _____

Presentation:

Has your proposal for this conference been accepted yet? Yes _____ No _____

Have you submitted this work to more than one conference? Yes _____ No _____

If yes, explain: _____

A **typed abstract** of the appropriate length for the conference – usually 250-500 words – should accompany this request. Include the **title** of the presentation. If there are multiple authors, please indicate all authors and actual presenter(s).

Travel Only:

Is this request for TRAVEL ONLY* (no presentation)? Yes _____ No _____

* Typically travel only will not exceed \$100.00.

Anticipated Expenses:

Housing (# nights ___ x \$ _____ per night) \$ _____

Conference Registration \$ _____ Food \$ _____

Transportation \$ _____ Other \$ _____

TOTAL TRAVEL EXPENSES \$ _____

Total funding from other sources \$ _____

Source/amount _____ (Decision pending? Yes _____ No ___)

Source/amount _____ (Decision pending? Yes _____ No ___)

TOTAL REQUESTED \$ _____

Signatures:

Student: _____ Date: _____

I certify that this project meets expected standards for this conference and that the project has already been completed or will be completed before the conference:

Faculty Sponsor: _____ Date: _____