

**STUDENT APPLICATION FOR SUPPORT OF TRAVEL
TO PROFESSIONAL MEETING OR ON FIELD TRIP**

Date: _____ Name of applicant: _____

1. INDIVIDUAL TRAVEL to meeting at which results of research are being presented, or on a field trip in which the student is leader or co-leader.

Meeting & destination _____

Type of presentation: (paper, poster session or other activity) _____

Title: _____

(attach copy of abstract and notification of acceptance of paper, or evidence of field-trip leadership)

Is this presentation a result of field-based research? _____ (yes/no)

2. Have you applied for Graduate School support? _____ (yes/no) What is the amount requested from Graduate School? _____

Have you applied for travel support from the host or other professional organization? _____ (yes/no) Amount requested? _____

Have you applied to be a student volunteer at the meeting? _____ (yes/no) What compensation will you receive? _____

3. Date of meeting (including travel time) _____ (must be at least three weeks after the date of the application)

4. Budget request

Travel: _____ Auto To _____ Round-trip mileage _____ Estimated gasoline cost \$ _____

_____ Air From _____ To _____ Early purchase cost \$ _____

_____ Other Explain: _____ \$ _____

Accommodations \$ _____

Registration \$ _____

Meals \$ _____

Other \$ _____ (explain) _____

Total travel request \$ _____ Add all \$ fields in item 4.

(With request for reimbursement, support granted by the Graduate School and professional organizations in the form of travel expenses and volunteer compensation must be reported using official notifications of approval or denial. The Departmental support will be adjusted to take those awards into account.)

5. Student's signature _____ Faculty advisor's signature _____