UNDERGRADUATE STUDENT RESEARCH/SCHOLARSHIP TRAVEL REQUEST FORM

PROJECT TITLE: ________________________________________________________________

LEAD STUDENT’S NAME: ________________________________________________________

TYPE OF PRESENTATION (Paper, Poster, Debate, Exhibit, etc.): ______________________

Department of Major __________________________ GPA __________ # Credits earned ______

Campus Address ______________________________________________________________

Email Address______________________________ Phone# ____________________________

Name of Conference/Exhibit/Seminar, etc. Where Student(s) is/are Presenting:
____________________________________________________________________________

Location of Conference/Exhibit/Seminar Where Student(s) is/are Presenting:
____________________________________________________________________________

Date of Conference/Exhibit/Seminar Where Student(s) is/are Presenting:
____________________________________________________________________________

Lead Student’s Signature: ________________________________________________________

Additional Student Presenting___________________________________________________

Campus Address: ______________________________________________________________

Email Address______________________________ Phone# ____________________________

Additional Student Presenting___________________________________________________

Campus Address: ______________________________________________________________

Email Address______________________________ Phone# ____________________________

Additional Student Presenting___________________________________________________

Campus Address: ______________________________________________________________

Email Address______________________________ Phone# ____________________________

FACULTY MENTOR: _____________________________________________________________

Department __________________________ Email __________________________ Campus Ext __________

Faculty Mentor’s Signature ______________________________________________________
Project Abstract and Rationale for Travel Request:

Estimated Costs:

<table>
<thead>
<tr>
<th>Item</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Transportation*</td>
<td>$______</td>
</tr>
<tr>
<td>Lodging</td>
<td>$______</td>
</tr>
<tr>
<td>Meals</td>
<td>$______</td>
</tr>
<tr>
<td>Conference fees</td>
<td>$______</td>
</tr>
<tr>
<td>Total</td>
<td>$______</td>
</tr>
</tbody>
</table>

If travel funding is approved, you must provide evidence (receipts) to support the travel expenses. Reimbursement for travel costs up to the amount funded will require the traveler to complete a travel expense voucher.

PLEASE SUBMIT THIS FORM AS A PDF IN A SINGLE FILE.

*Indicate method of travel and if a rental vehicle will be used.