Student Travel Request for Research Presentation
Dean's Travel Fund

Name: _____ Level: MS 1 2 3 4

Address: _____ Ph./Pgr. #_____

_____ E-mail:_____

1) Name of Scientific Conference: _____

Title of Paper/Poster Presentation: _____

Conference Dates: _____Location (city/state): _____

2) Estimated cost of travel:
Economy round-trip airfare: _____
Conference fee (if applicable)_____

3) We suggest you research other sources of funding so this fund can support the maximum number of students.
Have you requested/received any outside funding for this conference? Yes _____ No _____
If yes, from whom: _____ Amount: _____
Note: Outside support must be used first; Dean's travel funds will supplement additional cost.

4) Qualifications:
Must be presenting at national conference – includes poster (one student per project)
Good standing
Signature of Course Director at time of application
Responsible for making up work
U.S./Canada travel only

5) Reimbursement is up to $800.00 only to include round-trip (economy) airfare, and conference fee.

6) Limited to one trip per student per academic year.

7) Please attach copy of letter/notice of acceptance to present paper/poster to this application.

8) Upon return from conference, please submit the following within 30 days:
- Original receipts showing airfare/conference fee amounts paid (if payment is with a credit card, please also submit a copy of credit card statement showing amount)
- Boarding passes/passenger receipt stub
- Conference brochure/program
- Travel itinerary from travel agent or e-ticket printout
- Brief summary of educational experience gained

Signatures:

_____ _____
Student Date Course Director Date

Office Use Only

Approvals:

_____ _____
Assoc Dean – Student Affairs Date Dean Date