



Undergraduate Student Conference and Travel Fund Request

Form and supporting documents MUST be submitted **electronically** as ONE document.

Name: _____ Date: _____

Major: _____ Email: _____

Research Advisor: _____

Name of Conference or Development Activity (include the name of the sponsoring organization):

Dates of Attendance: _____

Location: _____

Please attach a brochure or meeting announcement. If you are applying for funds at Level 1, you must also enclose further supporting documentation.

Please indicate the nature of your participation:

Level 1: Presenting original work for the first time.

First time presentation can be in the form of oral, poster or other accepted means of presentation at a recognized conference in the field. **Limit \$400.**

Title: _____

Please attach an abstract (in English) and, if possible, a letter of acceptance from the conference organizers. Before you are reimbursed, you must also submit a copy of the paper/poster itself. If your presentation did not involve a formal paper/poster, you must submit a summary of your presentation and a copy of the program.

Level 2: Attendance

Attendance at a conference or development activity without active participation; travel for research purposes (documented). **Limit \$200.**

Rules and Guidelines

- Students may only apply for funding once per academic year at any time during the academic year. The committee recommends that students apply for funding at least one month before the conference or development activity.
- Fill out the budget below indicating the full costs for the conference, development activity, or research trip. If additional funds are available at the end of the academic year, additional reimbursement may be possible.
- Students can receive approved funding as a check in advance of conference attendance or travel, but must submit receipts accounting for their expenditures upon return.
- The form must be signed by the student's academic or research advisor.

The applicant is expected to find the most economical rate for travel and lodging before filling in the following information. FDC reserves the right to limit travel, food and/or lodging budgets.

Travel: Plane/train/bus fare: \$ _____
Mileage @ \$.56/mi: \$ _____
Parking \$ _____

Food: \$ _____

(\$45/day, recommended) Receipts must be submitted in order to receive food reimbursement. Your expenses will be reimbursed for actual expenses. When conference registration fees include meals, please adjust the daily expenditures accordingly.

Lodging: \$ _____

Registration: \$ _____
(Reimbursement applies to conference/registration fees only, not membership dues.)

Other: \$ _____
Please explain:

TOTAL: \$ _____

Advisor's recommendation:

I approve this student's participation in this research activity and have reviewed this proposal for conference or research travel as appropriate for the student's course of study and academic level.

Academic or Research Advisor's Signature

Date

Please send completed form and supporting materials electronically (as ONE document) to the Faculty Development Committee, c/o Julie Chalk, Provost's Office, chalk@hood.edu.