

Department of Space Studies

STUDENT REQUEST FOR TRAVEL FUNDS FOR CONFERENCE TRAVEL

Name: _____

Address: _____

Telephone: _____ Email: _____

Advisor: _____ Student ID: _____

Purpose of Trip (including name of event): _____

Destination: _____

Dates of Travel: _____

Title of Presentation: _____

Travel Budget

Registration _____

Air Transportation _____

Ground Transportation _____

Lodging _____

Per Diem _____

Misc. _____

TOTAL _____

Amount Requested _____ (limited to \$500)

List other sources of funding requested: _____

Past Travel Funding Received from Department: _____

Signature of Student Date

Signature of Advisor Date

Please attach the following with this form:

- 1) Was your abstract approved by your research advisor before submission? Yes ___ No ___
- 2) Abstract of presentation SIGNED BY YOUR ADVISOR (must be based on your thesis, or independent study project or GRA work)
- 3) Program indicating your presentation on the agenda or confirmation letter accepting your presentation
- 4) Did you receive departmental travel funding before? When?

Approved/Not approved

Signature of Chair Date