

**College of Science, Health, and the Environment
Request for Travel Support**

Student Name: _____

If Group project, names of
group members:
(only 1 form per group)

Title of Meeting or
Conference: _____

Conference Date: _____

Presentation Type: Poster Talk Workshop

Dragon ID Number: _____ Major: _____ Minor: _____

Expected Graduation Date: _____

Email: _____ Phone: _____

Faculty Mentor: _____

Total Funds Requested: \$ _____

Please attach:

1. A description of research you plan to present.
2. A description of how attending the conference will support your educational goals.
3. A breakdown of your request (ie. Travel costs, registration, hotel). If a group request, please provide costs per person.
4. If you have applied for or received support for this travel from another source, please describe the amount/s you have requested.

Student Signature: _____ Date: _____

To the Faculty Mentor:

I have reviewed this form, and the Guidelines, and confirm that the student is traveling to the activity listed above.

I do / do not plan to accompany the student on this trip.

Faculty Mentor: _____ Date: _____

CSHE Guidelines for Requests for Travel Support

Applicant Eligibility:

- The travel must be endorsed by a faculty supervisor
- The applicant must be enrolled in an undergraduate or graduate program offered in the College of Science, Health, and the Environment during completion of the project.
- The applicant be presenting her/his research results.

Additional Eligibility for Travel Supported by the *Strong Research Fund*

- Student must be pursuing a major in Biosciences, Chemistry and Biochemistry, or Physics.

Guidelines for Use of Travel Support:

- Funds can be used to support conference registration, hotel or travel. Funds cannot be used for meals.
- Travel arrangements should be made in the most economical manner that is feasible.
- Student Travel Authorization paperwork should be filed *prior* to travel.
- Student travel expenses that exceed the amount awarded will need to be covered by other sources.
- Expense reimbursement paperwork should be filed in a timely manner upon return.
- Students are required to submit a 1-page reflection afterwards to the CSHE Dean's office about their experience, within one month of return.
- Funds must be expended following regular University guidelines and policies.
- Funding amounts vary, and due to the large volume of requests, may not be fully funded. **Funds must be spent by September 28, 2018.**

Review Criteria

- The CSHE Student Advisory Board reviews travel requests on a monthly basis.
- Funding of awards depends on number of requests, impact on the applicant's educational experience and whether any previous travel funds have been awarded.
- The CSHE Dean will decide on the source of funding to be awarded (CSHE Research Funding, other CSHE funding, or Strong Research Fund).