

Travel Request Form

*Directions: Please, print clearly, completing all sections. **Provide substantiation of all costs by attaching additional pages (brochures, agendas, faculty email invitations, lodging and transportation estimates, etc)***

Legal Name (as listed on your ID/DL): _____ DOB: _____

Permanent Address (as listed on your ID/DL): _____ City _____ State _____ Zip _____

UROCC Research Program & Faculty Mentor: _____ Student ID#: _____

Name of Travel Event/Activity(Please include brochure/agenda): _____

Type of Event/Activity: _____ Proposed Travel Dates: _____ to _____

Location of Travel Destination: _____

Purpose of event attendance (Check corresponding box below.):

☐ Presenting research poster or paper (attach copy of presentation confirmation)

☐ Meeting with potential faculty mentor or campus representative

☐ Other (Please, provide explanation.): _____

Provide title(s) of paper, poster, presentation, performance or meeting:

Estimated Cost of Travel

Airfare: \$ _____ (Please attach a print out of your top 3 preferred flights w/ flight numbers)

Auto: \$ _____ Estimated mileage: _____ Vehicle LP#: _____ \$ _____

Bus/Train/Shuttle: \$ _____

Registration & Abstract Submission Fees: \$ _____

Lodging: \$ _____ per day X _____ day(s) = (Total Lodging) \$ _____

Meals: \$ _____ Meals and incidental expenses for domestic travel is limited to \$62 per day for actual expenses.

Other: \$ _____ Explanation for Other: _____

Total estimated cost of travel: \$ _____

Matching Funds for Travel (is anyone else helping you pay for part of the travel/event costs)

Sponsor Name: _____ Amount Sponsored: \$ _____

Description: _____

Sponsor Name: _____ Amount Sponsored: \$ _____

Description: _____

UROCC Funding Approved:

\$ _____

Amount

Authorizing Name

Signature

Date

Comments: _____