

**2016-17 Undergraduate Research Conference Travel Request**

Undergraduate research conference travel support is provided through a combination of funding from

(1) the student’s academic department, division, or campus; (2) the student’s college; (3) the Office of Undergraduate Education; and where applicable, (4) the Schreyer Honors College. Requests for travel support should not be sent directly by the student to Undergraduate Education. Students work with their faculty mentor to initiate a request. The request form is then routed through all contributing offices for approval of funding before being forwarded to Undergraduate Education. Requests for more than one student attending the same conference should be submitted together and may include a combined statement of itemized expenses for all students in place of completing the corresponding section of the form individually for each student.

See https://undergradresearch.psu.edu/travel/index.cfm for detailed Undergraduate Research Conference Travel Support guidelines and procedures.

**1. STUDENT INFORMATION**

Student Name: PSU ID:

College: Major:

Campus Address: Email:

Schreyer Honors College? Yes No Faculty Mentor:

**2. CONFERENCE INFORMATION**

Name of Conference:

Location: Dates:

Title of Presentation:

Type of Presentation (check one): Oral Poster Panel Other

If other, please specify:

Presentation Accepted by Conference: Yes Not yet (anticipated notification date: )

Itemized anticipated expenses (indicate actual amounts when possible; attach additional pages if needed):

 Lodging Transportation

 Meals Miscellaneous (specify)

 Registration Total

**3. ATTACH STATEMENT OF SUPPORT FROM FACULTY MENTOR**

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Office of Undergraduate Education • 417 Old Main • 814-863-1864 • Fax: 814-863-7452

***(OVER)***

**4. FUNDING**

Amount: Dept./Division/Campus Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Print Name

1Amount: College Signature:

Date

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Print Name

Amount: Schreyer Honors College:

(if applicable) Date

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 Print Name

2Amount: Undergraduate Education:

 Date

**5. COMMENTS**

 **Undergraduate Education funds will be transferred to the college.**

 **This request is pending.** Comments: **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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 **This request falls outside the OUE guidelines for funding.** Comments: **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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**Copies:**

**College Associate Dean (with request form(s) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Department Contact \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Other \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Jan Grasser**

1For student presenters, if funds available, limited to one-third of total cost up to $300 per student. For non-presenters, if funds available, limited to one-third of total cost up to $150 per student.

2For student presenters, if funds available, limited to one-third of total cost up to $300 per student.