

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

4. FUNDING

Amount: _____ Dept./Division/Campus Signature: _____
Date _____
Print Name _____

¹Amount: _____ College Signature: _____
Date _____
Print Name _____

Amount: _____ Schreyer Honors College: _____
(if applicable) Date _____
Print Name _____

²Amount: _____ Undergraduate Education: _____
Date _____

5. COMMENTS

- Undergraduate Education funds will be transferred to the college.
- This request is pending. Comments: _____

- This request falls outside the OUE guidelines for funding. Comments: _____

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.