

**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:** \_\_\_\_\_

<b>Total Funds Requested: \$</b> _____
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**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:** \_\_\_\_\_

<p><b>To the Faculty Mentor:</b></p> <p>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.</p> <p>Faculty Mentor: _____ Date: _____</p>
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## 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 must 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 and Astronomy.

### 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 or encumbered by June 15** of the following year.

### 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).