

Office of Research and Sponsored Programs
STUDENT TRAVEL FOR THE PRESENTATION OF RESEARCH RESULTS

Name: _____ Undergraduate Graduate Date: _____

Address: _____ City: _____ State: _____ Zip: _____

Phone Number: _____ Email: _____ Sponsoring Department: _____

Event/Conference Title: _____

Presentation Title: _____

Location -- City: _____ State: _____ Dates of Event: _____

ITEMIZED BUDGET

Funds Required

- 1. Travel: _____
- 2. Lodging: _____
- 3. Meals: _____
- 4. Registration: _____
- 5. Total: _____

Funds Available

- 6. Personal Contribution: _____
- 7. Outside Funding, if any: _____
Source: _____

TOTAL FUNDING REQUEST: _____

(Line 5 minus Lines 6 & 7)

****Attach copy of program and acceptance letter from sponsoring organization.***

Signature of Applicant: _____ Date: _____

ENDORSEMENTS

I have read this request and prioritize it as follows:

- 4 = HIGH priority for funding 2 = LOW priority for funding
- 3 = MODERATE priority 1 = DO NOT FUND

FACULTY MENTOR/FACULTY RESEARCH COLLABORATOR APPROVAL:

Rating: _____ Date: _____

Signature of Faculty/Academic Staff Mentor: _____

CHAIR/UNIT ADMINISTRATOR APPROVAL:

Financial Contribution: _____ Account Number: _____

Rating: _____ Date: _____

Signature of Chair/Unit Administrator: _____ **CEX Form III (2008)**

FOR OFFICE OF RESEARCH AND SPONSORED PROGRAMS USE ONLY.

APPROVED NOT APPROVED Date: _____

Signature: _____ Account Number: _____ Amount: _____