2015-16 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

_____________________________________________________________________________________

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

1 Amount: ________ College Signature: _____________________________

Date

Print Name

Amount: ________ Schreyer Honors College: _____________________________

(if applicable) Date

Print Name

2 Amount: ________ 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

1 For 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.

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