

STUDENT REQUEST FOR TRAVEL SUPPORT
Please type the form and submit to your ASC

NAME _____ UTD-ID# _____

RESEARCH ADVISOR _____

CONFERENCE _____

ORGANIZATION _____

DATE _____

LOCATION _____

CHECK ONE OR MORE OF THE FOLLOWING THAT ARE APPLICABLE:

- Presenting a talk
- First author on a poster or talk

IF YOU HAVE CHECKED ONE OR MORE OF THE ALTERNATIVES ABOVE:

- A. Give the title and complete authorship of the poster or talk:

- B. My talk or poster (please check one of the following):

- has been submitted for possible acceptance
- has been accepted
- has already been presented

For Departmental Use Only:

Approved Amount _____

Not Approved

If this request is approved, you will be notified by Susie Milligan. Do not make any travel arrangements whatsoever prior to receiving approval. Susie will refer you to the Administrative Assistant who will be handling your travel reimbursement.

There are rigid travel reimbursement rules. Before you travel, you must fill out a Travel Authorization Form and upon your return, you must provide all of your receipts. Your plane fare will only be reimbursed if a round trip is booked to and from the single destination where the conference is being held. The airline ticket must be purchased through the University's travel agency by the Administrative Assistant. Travel funds are available only for attendance at major national professional meetings. Students may not "split" their travel award in order to cover attendance at more than one meeting.