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

Amount: ________ College Signature: ____________________________
Date
Print Name

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

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