

## Office of Research Student Request Form for Travel Funds

Students who request travel funds from the Office of Research must meet the following criteria and conditions to be considered for support for travel from the Office of Research: a) currently enrolled in at least 8 credits b) submit request for support five days prior to the date of travel. (The office will not provide funds retroactively) c) students must be presenting a paper/ poster for presentation that has been accepted for such presentation by the appropriate professional organization. (Attach proof of acceptance to present.) Individuals presenting papers during summer months must have been enrolled in minimum of 8 credits from the prior Spring semester.

Graduate Student     Undergraduate Student

Name \_\_\_\_\_ ISU Bengal ID Number \_\_\_\_\_

Campus address or local address \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_

Number of Credits Currently Enrolled \_\_\_\_\_

Name of Conference Attending \_\_\_\_\_

Title of Paper/Poster Being Presented (Attach proof of acceptance to present)

Dates Attending \_\_\_\_\_

Location of Conference \_\_\_\_\_

Statement of Need, Other Sources of Support

Estimated Cost of Travel Expenses

Airfare \_\_\_\_\_  
Lodging \_\_\_\_\_  
Mileage \_\_\_\_\_  
Registration \_\_\_\_\_  
Meals \_\_\_\_\_  
Other \_\_\_\_\_  
Total Expenses \_\_\_\_\_

### Official Use Only

Award Amount \_\_\_\_\_

Account Number \_\_\_\_\_

Approved By \_\_\_\_\_

Date \_\_\_\_\_

cc: Student

Dept. Chair/Dean

Office of Research Financial Tech.

Scholarship Office (ASISU Funds)

Signature \_\_\_\_\_ Date \_\_\_\_\_