
ELEVATE XP Faculty Travel Grant

ELEVATE XP Faculty Travel Grant Application Form

Faculty Mentor:

Email:

Phone:

Department:

Undergraduate Student First Name:

Last Name:

Name of Conference:

Date of Conference:

Location of Conference:

****Please attach on separate sheets the Undergraduate abstract and invitation to present****

Total Projected Expenses: (reimbursement only)

Registration:	\$.
Lodging Per Night: \$ X number of nights = Lodging Total	\$
Airfare:	\$
Ground Transportation:	\$
Other Expenses (Meal expenses are not allowed):	\$
Total Projected Cost of Trip:	\$

Other Funding Sources:

Source:

Amount \$:

Source:

Amount \$:

ELEVATE XP Travel Grant deadlines are on a continuous basis throughout the year, however, the travel proposals must be received no later than six weeks before travel is planned.

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CRITERIA FOR ALLOCATION OF TRAVEL FUNDS:

1. Funds are available to faculty when they are mentors for undergraduate students who are presenting research/creative activity at a conference (the student must be the presenter).
2. Evidence of acceptance for presentation should be submitted with the application and must clearly identify the undergraduate student as the author; if acceptance has not yet been received, any approval of funds will not be final until such acceptance is received.
3. A proposed budget itemizing travel, lodging, and other conference costs must be submitted with the application. Reimbursement for the cost of meals will not be approved.
4. Submit copies of the original application and acceptance to the conference to Lenly Weathers at one of the following addresses: lweathers@tntech.edu, TTU Box 5015, or Prescott Hall 339.
5. Documentation of presentation (e.g., copy of page from program) must be submitted with the travel claim upon completion of travel before funds will be dispersed.
6. Approval must be obtained prior to travel. Applications should be submitted at least six weeks (eight for out-of-country travel) prior to travel for committee review. ***Approval will not be granted after travel is completed.***
7. The maximum ELEVATE XP Travel Grant for Faculty Mentors is \$1000.

Faculty Mentor Signature _____ Date _____

Department Chair Signature _____ Date _____

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