URECA Undergraduate Travel Grant Application Form

Undergraduate Student First Name: **Last Name:**

Email: **Phone:**

Department: **Faculty Mentor:**

Name of Conference:

Date of Conference:

Location of Conference:

Please attach on separate sheets the 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:
      SMAC 606   **Amount $:**

Source: **Amount $:**

Source: **Amount $:**

URECA! 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.

CRITERIA FOR ALLOCATION OF TRAVEL FUNDS:

1. Funds are available to undergraduate students for presentation of research/creative activity only (the student must be the presenter).

2. Evidence of acceptance for presentation should be submitted with the application and must clearly identify the applicant 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 Ed Lisic at one of the following addresses: edlisic@tntech.edu, TTU Box 5055, or Foster Hall 224.

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 thirty days (sixty for out-of-country travel) prior to travel for committee review. *Approval will not be granted after travel is completed.*

7. The maximum URECA Travel Grant for undergraduate students is $1000.

Applicant Signature _____   Date_____

Department Chair Signature_____   Date_____

Faculty Mentor Signature_____   Date _____

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