



Undergraduate Student Travel Support Request Form

CoE Office of the Dean will provide monetary support not to exceed the amounts listed:

Presenting (Maximum Amount \$400.00)

Attending (Maximum Amount \$200.00)

PART 1 STUDENT INFORMATION			
Student Name:	Student ID No.:	T-	
Address:			
City:	State:	Zip:	
Major:	Faculty Advisor Name:		

PART 2 CONFERENCE OR EVENT INFORMATION	
Name of Conference or Event:	
Conference or Event Location:	
Conference or Event/Date(s):	
If Presenting - Title of Paper:	
If Presenting – Add Author(s):	
Required Attachments:	1. Copy of abstract or full paper. <i>(Only if Presenting)</i> 2. Paper Acceptance Email. <i>(Only if Presenting)</i> 3. Conference or Event Website: _____

PART 3 TRAVEL COST ESTIMATE	
Travel cost estimate must follow TN Tech’s established travel policy, Mileage Rate and Per Diem	
Allowed expense includes:	
Provide the total projected estimate:	\$
Student Signature:	Date:

PART 4 ADVISOR TO COMPLETE SECTION				
If you are contributing additional funds please indicate the amount: \$				
Signature:	Date:			
Advisor Comment:				
Is student supported by Center? If YES, route to the appropriate Center. If NO, route to Department.				
PART 4-A	Center Support		PART 4-B	Department
	<i>*Route to Department Chair</i>			<i>*Route to Associate Dean</i>

PART 5 RECOMMENDATION FOR ADDITIONAL FUNDING			
Please sign below and indicate the amount and index if you are providing additional funds.		Amount	Index Number
Department Chairperson:		\$	
Center Director:		\$	
Associate Dean of Academic Affairs:		\$	