

Request for Student Travel or Kranz travel funds

*(Please submit at least 2 weeks prior to travel to
Travis Jimenez (travis.jimenez@usu.edu)
*For group travel, please see page 2**

Name _____ A# _____ Date _____

Address check should be mailed to _____

E-mail address _____ Faculty sponsor _____

Conference Name _____

Travel dates _____ Conference location _____

Presentation Title _____

Presentation Format: _____

Student information:

Graduate

Undergraduate (check one)

First author

Subsequent author (check one)

Meeting is National Regional International (check one)

To be considered for the maximum international amount the meeting must be outside the United States

Estimated costs:

Airfare:	
Mileage: reimbursed at \$0.52 per mile from USU to destination	
Lodging: (no incidentals)	
Parking & Transportation:	
Individual Meals:	
Registration fees:	
Estimated total cost:	
Total funding request:	

*****Continued on page 2*****

Documentation required for student travel funds only (attach copy):

- **Proof of Conference Acceptance**

This can be the acceptance letter or a screen shot of the online conference program

Group Travel:

For those who will be splitting costs while traveling together, please include the following:

OTHER TRAVELERS IN GROUP	A#