

Request for Student Travel funds

(must be turned in 2 weeks in advance to Cara Brewer)
****If you will be splitting/sharing any costs, please see page 2****

Don't forget to share your experience on your own social media using #AggieTravel. Also, please remember to submit a picture that illustrates your experience at the conference to Kaylee at kaylee.rowley@usu.edu

Name _____ A# _____ Date _____

E-mail address _____ Faculty sponsor _____

Conference Name _____

Travel Dates From: _____ To: _____ 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: | |

Splitting Costs

For those who will be splitting or sharing costs with another USU traveler, the following information is **required**:

| OTHER TRAVELERS IN GROUP | A# |
|---------------------------------|-----------|
| | |
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| | |

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