Submit this form to request funds from HHSGGE for travel, research projects, or other education activity. Activities may include:

· Presenting talks/posters at conferences/conventions.
· Travel to conduct field, laboratory, or museum work outside of Grand Forks.
· Travel to workshops and conferences for additional learning opportunities.
· Purchasing minor expendable supplies for Senior Thesis/Senior Design projects.
· Purchasing minor expendable supplies for graduate student projects.

Important considerations/requirements:

· A decision on the funds requested will be made by the Director of HHSGGE and at least one other faculty member.
· Funding depends on the amount of funds available – which varies from semester to semester – and the rationale and budget submitted with this form.
· Students will be given preference if they have well thought out reasons for their request and/or are giving talks or presenting posters and at conventions/conferences.
· You should ask ahead of time for the best chance to get funding. Asking for reimbursement after the fact may result in no financial assistance, even if your request is otherwise strong.
· Seek airline tickets from the Office of Research Development and Compliance (a once a year type of request).
· Seek SOFA (Student Organization Funding Agency) funds when a group of students are involved (typically four or more). SOFA provides funds to students in student organizations (AUG, SGE) for activities not tied to a class or to a student presentation.
· Seek funds from your advisor. Your advisor may have support to pay or partially pay for presentations at meetings.
· Please note that you will need to write a one page report on your activity upon the completion of the expenditure. Document all expenses; receipts must accompany the report.

1. Name ________________________________________               ID# __________________
2. Status (circle one):     undergraduate     graduate     ■When will you complete your degree? ________________
3. Total cost of travel/project/activity __________________
4. Total amount of support requested ______________________
5. Dates of travel/project/activity ________________________________
6. Your advisor’s name (the person directing your travel/project/activity) ____________________________________
   Advisor’s Signature ______________________________________

■On 1 or 2 pages attached to this form:
· Briefly (no more than 1-page) explain your request/provide a rationale.
· Provide a complete budget that itemizes expenses such as travel costs, registration fees, lodging, food, supplies, etc.
· List all sources of funding for this travel/project/activity.
· Provide any other information you feel is relevant.