

SEECs Student Travel Fund Application Form

This section to be completed by the student

| | | |
|--|--|-----------------|
| *Student: | *Student ID: | Date: |
| *Advisor/Faculty: | Program of study date: <i>(mainly grads)</i> | |
| Research topic: <i>(grads)</i> | | |
| *Purpose of the travel: | | |
| Title of the paper(s) to be presented: <i>(mainly grads)</i> | | |
| Name of all authors: <i>(mainly grads)</i> | | |
| *Destination: | | |
| *Conference name: | | |
| *Travel dates and times: | | |
| *Estimated cost: | <i>Amount</i> | <i>Comments</i> |
| Registration: | | |
| Air Transportation: | | |
| Ground Transportation: | | |
| Accommodation: | | |
| Per Diem | | |
| Others | | |
| Total: | | |
| *Available budget: | <i>Amount</i> | <i>Source</i> |
| Source 1: | | |
| Source 2: | | |
| Source 3: | | |
| Source 4: | | |
| Total: | | |
| Amount requested from SEECs: | | |

Signatures

| | | | |
|---|---|--------------------|-------|
| *Student: | Your signature below indicates that you have completed this form and all information are correct to the best of your knowledge. | | |
| | Signature: | Date: | |
| Authorized Signatures for travel and funding sources (acquire all that are needed for school and funding source approvals): | | | |
| Advisor: | Date: | Graduate Director: | Date: |
| SEECs Director: | Date: | CEM Dean's Office: | Date: |
| Comments: | | | |

***Required attachments:**

1. Paper(s) to be presented at the conference.
(mainly grads only)
2. Conference acceptance letter(s). *(all)*

***Documents once travel is complete:**

Receipts either paper or electronic
(no meal receipts required)