

Wayne State University

UNDERGRADUATE FUND FOR TRAVEL TO CONFERENCES

Please complete each section of the application and attach the indicated documentation.

Student information:

Name: _____ Address: _____

City: _____ State: _____ ZIP: _____

ID#: _____ Phone (H) _____ (C) _____

E-mail: _____ Currently registered for: _____ credit hrs

Instructor, Mentor, Faculty Support information:

Name: _____ Phone _____ Dept: _____

Dates of proposed travel: _____

Name of conference: _____

Conference location: _____

Presentation title: _____

Nature of presentation: (check one) _____ Oral _____ Poster _____ Other (explain):

Amount requested: \$ _____ Funding from other sources: Yes No

If yes, amount awarded: _____ Awarding dept: _____

Phone _____ Awarding dept ACC# _____

Signatures:

Student: _____ Date: _____

Faculty supporter: _____ Date: _____

Dept. chair: _____ Date: _____

Submit original application and materials to the Office of Undergraduate Research at least **four weeks prior** to the travel date. Submit a copy of the complete application materials to your department.

**UNDERGRADUATE FUND FOR TRAVEL TO CONFERENCES
APPLICATION BUDGET**

In completing the form below, you must provide reasonable estimates.

If actual expenditures are significantly lower, Undergraduate Research may reduce the amount awarded. Students should make every effort to secure discount airfares. If students plan on sharing lodging, they should only budget the proportion of the lodging costs that they will be paying.

EXPENSES:

Type	Amount
A. Transportation (indicate type and destination)	
1. _____	
2. _____	\$ _____
B. Lodging	
Number of Days: _____	
X daily rate \$ _____	\$ _____
C. Meals	
Number of Days _____	
X daily rate \$ _____	\$ _____
	Breakfast \$7.50 (limit including tip) Lunch \$10 (limit including tip) Dinner \$25 (limit including tip) (Total Daily Meals limit \$42.50)
D. Registration Fees	\$ _____
E. Other (explain below)	\$ _____
Total Expense:	\$ _____

Submit original application and materials to the Office of Undergraduate Research, 2100 UGL, at least **four (4) weeks prior to the travel date. Retroactive funding of travel will not be considered.**