

Meeting Travel Expense Application Form

This form and supporting documents (see below) must be submitted to the ChemGen IGERT Program Office four weeks prior to the first day of the meeting. **Complete the form on your computer and submit the document file by email to the IGERT Program Director or Program Assistant.**

Student name: _____ Date of request: _____

Student ID: _____ Email address: _____

Purpose of Travel

Name of Conference or Workshop: _____

Date(s) of Conference: _____

Location of Conference: _____

Academic Field of Conference: _____

If outside of primary academic field, name and email address of IGERT faculty participant or other individual who will also attend meeting: _____

Presentation (no presentation required for meetings outside of primary discipline):

Title: _____

Type: Oral _____ or Poster _____

Budget Summary

Registration Fee: \$ _____

Lodging: Number of nights: _____ \$ _____

Food (indicate if a per diem is to be taken): \$ _____

Transportation (indicate amount for each method):

Airfare: _____ Bus: _____ Car: _____ Train: _____ Parking: _____

Total Transportation Cost: \$ _____

TOTAL REQUESTED*: \$ _____

Approval Amount:	
Approval by PI/Co-PI	
Approval by IGERT Director	
Approval Conditions (if any)	

Please provide the following supporting documents:

1. Copy of submitted abstract and registration form
2. If outside of major discipline, a copy of the program or conference announcement and copy of the registration form

* Student travel allowances are \$1000 per year that the IGERT stipend is received. With approval of the PI/Co-PI, research expense allowances may be used for travel funds.