Milligan Office of Undergraduate Research

Travel Grant Form

Instructions: If traveling as part of a group, fill out just one form for everyone in the group unless each individual is traveling and/or staying in separate accommodations. In that case, fill out separate forms. Faculty sponsors should include only travel expenses not already covered by their professional development travel fund.

Student(s) applying: ____________________________________________________________

Faculty mentor(s) attending: ____________________________________________________

Conference Name: ______________________________________________________________

Conference Location: ____________________________________________________________

Conference Dates: _____________________________________________________________

Reason for attending: _____ Oral Presentation _____ Poster _____ Other (explain)

Has your research been accepted to the conference already? _____ Yes _____ Not yet _____ Not applicable

If not, give anticipated date and likelihood of acceptance: ____________________________________________________________

Describe here your rationale for attending this conference and what benefits you hope to gain from attending and presenting.

______________________________________________________________________________

______________________________________________________________________________

______________________________________________________________________________

______________________________________________________________________________

______________________________________________________________________________

ANTICIPATED EXPENSES

Total student registration fees: _______ Total faculty registration fees not covered by professional travel fund: _______

Estimated round trip mileage (if driving): _______ Number of vehicles: _____ Milligan vehicles _____ Personal vehicles

Contact Grace Goehner first about reserving a Milligan vehicle, as this is the preferred mode of travel.

Total cost of driving: _____________ (Milligan vehicles cost .25 cents per mile, personal vehicles cost .40 cents per mile)

Total expenses for travel if flying: ________ (attach supporting documentation showing final roundtrip ticket cost per person applying)

Estimated cost of parking or other travel-related expenses (e.g., cabs, shuttles, etc.): _____________

Total Expenses for Hotel/lodging: __________ (attach supporting documentation)

Total expenses for meals not included in hotel or conference packages: ____________ (assume $5 breakfast, $10 lunch, $15 dinner)

List other expenses, such as cost of materials for printing posters: __________________________

List here any other agency or funding source that will be covering part of your travel costs:

GRAND TOTAL REQUESTED: _______________ AMOUNT APPROVED: _____________ Signed and dated.