

URCA Associate Travel Funds Application

Below is a checklist of items to be included with this application:

- Completed application form. Please work with your mentor and the budget person in your department when completing this form.
- Be sure to refer to the university travel guidelines on the SIUE Accounts Payable website- <https://www.siu.edu/accounts-payable/travel-moving-guidelines/index.shtml>
- Include a copy of the abstract or creative work submitted for presentation
- Include a copy of the presentation or creative work acceptance notification email.
- Submit the form by email to the URCA Coordinator.
- Applications must be received at least three weeks before the conference travel date.

Student Name: _____ 800#: _____

Student email: _____

Faculty Mentor Name: _____ Faculty Email: _____

URCA Associate Project Title: _____

I am requesting funds to support my travel to (check one):

- Present URCA Associate project results at a professional conference
- Attend an exhibition or presentation of my creative work
- Compete with my URCA Associate project in a national competition

The details of my proposed travel are as follows:

Name of Conference or Exhibit: _____

Location: _____

Date(s) of Travel: _____

Mode of Transportation (flight, train, personal car mileage): _____

Anticipated Expenses:

Transportation cost \$ _____ Lodging \$ _____ Other (specify): \$ _____

Total Expense \$ _____ **Total Requested \$** _____

Budget Purpose (BP) Number: _____

This number is needed for the transfer of funds to your department. Please contact the budget person in your department for this number.

Signature of URCA Associate

Date: _____

Signature of Faculty Mentor

Date: _____

Completed by the Provost Office:

Approved by: _____

Date: _____

Amount Approved: \$ _____