Full Name (First, Middle, Surname): ________________________________

Preferred Phone #: ___________________________  Email Address: ________________________________

UIN: ________________________________

GPA: ___________________________  Total Credit Hrs Earned: __________________

Research Advisor’s Name and Department: ________________________________

Research Advisor’s Contact Information: ________________________________

Project Title: ________________________________

TRAVEL AWARD REQUIRED INFORMATION

Be sure to include all of the following items in your application.

1. Provide detailed information about the place, time, and title of your conference presentation.

2. Include a copy of your acceptance letter (or email) from the conference organizer(s) and a copy of the conference program listing your talk or poster presentation. (A printout from the conference’s website will suffice.)

3. Be sure to attach a travel budget that itemizes all funds necessary to support your travel. The maximum travel award request is $800.

4. For the reimbursement process, you are required to submit original receipts attesting to the cost of items listed in your travel budget. All receipts should be submitted to Ms. Anne Stites in the Office of Academic Programs (Mumford Hall, Rm. 125) post-travel for the funds to transfer into the student’s account as a travel scholarship.

SIGNATURES AND APPROVALS

Undergraduate Researcher: ________________________________  Date: ____________

Research Advisor: ________________________________  Date: ____________

ACES Honors Dean: ________________________________  Date: ____________

Routed to Anne Stites for Processing: ________________________________  Date: ____________

Back to Rob Chappell for Archiving & Uploading: ________________________________  Date: ____________