



REQUEST FOR SUPPORT FROM THE RESEARCH & SCHOLARLY ACTIVITY COMMITTEE TO ATTEND A PROFESSIONAL MEETING

REQUESTS MUST BE FILED A MINIMUM OF 30 DAYS IN ADVANCE

Name of Requestor: _____ Date: _____

Status: Student (circle: OMS I / II / III / IV, MSBS) Resident Faculty

Name of Meeting: _____

Conference website: _____

Location of Meeting: _____

Dates Involved: From: _____ / _____ / _____ To: _____ / _____ / _____

Reason for Attending: Presenting (circle):

- Invited Presentation
- Oral Presentation
- Poster Presentation

Title of Presentation: _____

Support Requested (estimate from page 2): \$ _____

OFFICE USE ONLY

Attachments provided: Abstract Acceptance verification Dept. funds exhausted

Amount approved from Research budget: \$ _____

REQUIRED ADMINISTRATIVE AUTHORIZATION

Research Director Approval: _____ Date: _____

Finance Approval: _____ Date: _____

Dean's Office Approval: _____ Date: _____

Estimated Expenses:

1. Conference Registration: \$ _____

2. Travel

- Driving # Miles: _____ @ _____ cents/mile \$ _____
- Airfare \$ _____
- Ground Transportation
 - Taxi \$ _____
 - Bus \$ _____
 - Shuttle \$ _____
 - Other (describe) _____ \$ _____

Total Estimated Travel Cost \$ _____

3. Lodging (circle one)

- Lodging included in registration fees
- Conference Hotel rate: _____/night # nights: _____ \$ _____
- Non-Conference Hotel rate: _____/night # nights: _____ \$ _____
- Other (describe) _____

4. Meals

- Number of Days: _____ x cost per day: _____ \$ _____

5. Presentation Materials

- Poster printing \$ _____
- Vendor name: _____

6. Other (describe) _____ \$ _____

TOTAL ESTIMATED TRAVEL COSTS \$ _____

OFFICE USE ONLY

AMOUNT APPROVED FROM RESEARCH BUDGET \$ _____