

College funds are available to partially support faculty-led and independent student travel to local, regional, national, or international meetings, conferences, symposia, and workshops. Full-time faculty members and students interested in applying for funds are encouraged to apply early in the planning process. In the face of limited funding, priority may be given to students who are presenting a paper, chairing a session, or otherwise actively participating in the event.

Students must work with at least one UT faculty mentor or sponsor to apply for these funds. Either the student or sponsor may write the application, but both must sign the form. **Students receiving travel funds must submit a brief report of their activities to their faculty sponsor and the CNHS office within 30 days of the event.**

Awards will typically be limited to \$400.

Please submit the completed form to the CNHS office or to jdavila@ut.edu as an attachment.

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|---|--|
| Name: | Date: |
| Name of Event: | Type of Event: (e.g., meeting, conference, symposium, or workshop) |
| Location of Event: | Date(s) of Event: |
| Participation Level (oral presentation, poster, workshop) | |
| Description of Planned Activities: | |

Anticipated Cost of Event:

| | | | |
|--------------------|--|---|---------------------------------|
| Airfare: | | | |
| Mileage: | | (| miles at .67 per mile) |
| Registration Fees: | | | |
| Taxis: | | | |
| Hotel: | | (| night(s) at per night) |
| Meals: | | | |
| Misc.: | | | |
| TOTAL: | | | |

Applicant (Student's) Signature: _____

Faculty Sponsor Signature: _____

With submission of this form, I agree to notify the Dean's Office in writing if my travel plans change or are cancelled.