



Request for Research Funds
(For Professional Meeting Presentations)

Name	
Email	
Department	
Campus POB	

Meeting Information

Name	
Date	
Location	

Travel Budget: Show total expenses and amount department is paying. The maximum award through travel research stipends is \$250 or ½ of cost of trip, whichever is less. The department is expected to match the awarded amount. Travel to state meetings is not eligible for funding.

Notes:

- (1) Attach verification of being on program
- (2) File a travel request at least one week before the meeting. This form must be approved first. Route the request through the department head and then to your dean and then to the research committee chair.
- (3) To be used only for travel stipends of \$250 or less

Recommended	Department Chair
Recommended	College/School Dean
Recommended	Research Committee Chair
Amount Approved	