

## Application for Student Travel Funds

Submit at least 4 weeks prior to anticipated travel

Judging or Competition Team	Club or Honor Society
Undergraduate research paper (oral or poster) presentation	Graduate research paper (oral or poster) presentation *

\* Graduate students are also encouraged to apply for Graduate Student Travel Funds available through the Graduate Student Association. Deadlines: September 2, November 11 and April 22. More information is available at: <http://web.utk.edu/~gsa/travel.html>.

Name (student or organization): \_\_\_\_\_

If student organizations, contact's name: \_\_\_\_\_

Contact's phone number & e-mail: \_\_\_\_\_

Inclusive dates, name of conference/competition & location: \_\_\_\_\_

### Required attachments

- \_\_\_\_\_ Submitted abstract (required only for undergraduate/graduate students requesting support to attend professional meetings to present papers; priority us given to those presenting paper).
- \_\_\_\_\_ Club/team event invitation and/or trip itinerary/meeting schedule
- \_\_\_\_\_ For team/club activities: list of participants: names and majors; faculty participant(s)
- \_\_\_\_\_ Detailed budget: housing, transportation, registration, meals, etc. (Graduate students should attach GSA Graduate Student Travel Fund Application and Anticipated Expense List)
- \_\_\_\_\_ Endorsement from department head and faculty/club advisor

### Funding sources ?

Total Expenses . . .		
Department commitment (all sources) . . . . .		(required)
Student commitment . . . . .		(required)
Graduate School request . . . . .		(required)
Student organization commitment . . . . .		(required)
Corporate sponsorships . . . . .		(encouraged)
Amount requested from CASNR . . . . .		
Approved by CASNR (date) _____		
Amount and account _____		