

120 Cohen Hall/6304

215.898.6341

# APPLICATION FOR UNDERGRADUATE STUDENT TRAVEL FUND

This form must be submitted as part of the application process.

# Application Process

1. Complete this application form, including the budget section.
2. Secure signature of your Undergraduate Chair or Program Director below.
3. Attach abstract of your paper/topic to be presented.
   1. Indicate if paper/topic has been accepted for presentation.
   2. Include the name of the research mentor for your paper/topic.
4. Attach letter of recommendation from your research mentor or your undergraduate chair/program director.

Name Date

Penn ID Email address

Your Major(s)

Expected Graduation Date (Year and Semester)

Name of conference/meeting you are attending (include title of paper/topic to be presented)

Location of conference/meeting

Is your research mentor also attending or presenting during the listed conference?

Inclusive dates of trip (month and days)

Approval Date

Undergraduate Chair or Program Director Note: Your signature certifies that this student

Is a full-time SAS undergraduate student in residence at the University.

# CONFERENCE/MEETING PROPOSED BUDGET

Conference Registration Fee Type of Transportation

Exact Fare at time of request

Approximate cost of lodging (number of nights x daily rate). Please note and adjust your lodging costs if other student presenters are attending and you can share lodging costs.

Approximate cost of meals\*

(if not included in conference fee)

\*The University uses the federal government per diem rates for meals that are not included in the conference fee. See [here](https://www.gsa.gov/travel/plan-book/per-diem-rates?gsaredirect=portalcategory) for the latest per diem rates on a state-by-state basis.

Miscellaneous costs (Uber/Lyft, local transportation)

Is any part being funded by another source? Amount Source

Comments

# FOR COLLEGE OFFICE USE ONLY

Amount approved/by Memo sent on

Not approved/not eligible - Reason

Revised 09/26