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.
   a. Indicate if paper/topic has been accepted for presentation.
   b. 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__________________________________________
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)

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 for the latest per diem rates on a state-by-state basis.

Miscellaneous costs

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 06/23