

**College of Arts and Sciences
Sponsorship of Undergraduate Travel
Request Form**

*(Instructions: Please fill out the form online, print out for signatures, get signature of chair/program director in major department/program, and submit to the College of Arts and Sciences Office of Budget and Operations, O'Reilly Hall 101. **Upon completion of travel, submit a copy of the completed University Travel and Expense form along with the required supporting documentation as listed at the bottom of this form.**)*

Student Name:	Major:		
Conference:	Location:	Dates of Attendance:	
Type of Presentation:	Paper	Poster	Other
Title of Presentation:			
Certification of competitive selection or prestigious invitation:			

Cost Estimate: \$	Airfare \$	Automobile \$	Lodging \$	Meals
	\$	Registration \$	<u>TOTAL</u>	
Are funds being requested for multiple co-authors?				
Amount requested from Major Department: \$				
Amount requested from the College: \$				
Amount requesting from other sources:				
Account to which funding is to be transferred:				

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Department Chair	Date
<hr/>	<hr/>
CAS Office of Budget and Operations	Date

Please submit as attachments the following documentation: 1) Abstract; 2) Evidence of competitive selection (if available); and 3) Conference information from website or Conference paper program. All documentation must be received by the Dean's Office of the College of Arts and Sciences prior to transfer of the requested travel support.