

APPLICATION
Biological Sciences Department
Undergraduate Application for Use of College Fee Funds
Travel

Please complete the following information and submit this form with your justification and travel request form (1A) to Emi Youngquist in the Biological Sciences Department (33-272). Within five days of your return, you must submit receipts and complete a travel claim (see Emi for details).

STUDENT INFORMATION

Name _____ Date _____
Address _____ Student ID _____
_____ Major _____
_____ Telephone _____
Advisor Name _____ Email _____

Have you previously received College Fee Funds? Yes No

If so, which year? _____ Amount received? _____

TRAVEL INFORMATION

Write a brief description of the purpose of your travel and justify your trip by including where you will go, what you will do at your destination, and how this trip will be valuable to you (250 words or less).

Total Amount Requested \$ _____ (Maximum \$1,000)

Purpose: Attend meeting only Presentation at meeting
 Workshop (learn technique/receive training) Research - travel to research site
 Other (specify) _____

Estimated Expenses: Registration \$ _____
(Receipts required Airfare \$ _____
for all items to be Gasoline \$ _____ (reimbursement for actual expenses)
reimbursed.) Lodging \$ _____
Meals \$ _____ (\$20/day maximum)

I have read and understand the Biological Sciences Department Guidelines for Undergraduate Student Support Using College Fee Funds. By accepting College Fee Funds, I agree to follow the guidelines as stated.

Student Signature Date

FACULTY ADVISOR APPROVAL

I have reviewed this proposal and confirm its academic value, and I agree to serve as Faculty Advisor for this activity.

Faculty Advisor Signature Date

COMMITTEE APPROVAL: Amount Approved \$ _____

Bio SFC Chair Signature Date