

Texas Woman's University Student Travel Application

Application must be typed and the original plus 21 copies are to be submitted to the Office of Food Services/ID Systems, by the stated deadline. Incomplete or untyped applications will be returned to the student. Please complete both forms.

Deadlines for Student Travel Funds for Fiscal Year 2009-2010 are as follows:
October 9, January 29, April 9 , and July 11.

1. Name: _____ Student ID#: _____
2. Mailing Address: _____ Email Address: _____
City: _____ State: _____ Zip: _____ Phone No.: _____
3. Campus: _____ Major: _____
4. No. of hours enrolled: _____ (if less than 12, explain:)
Anticipated Graduation Date: _____
5. Classification: _____
6. Provide a priority category number from the student travel fund priority category guideline list:
7. Type of Conference: _____
8. Destination: Include location and full name of event (no abbreviations)
Event Name: _____
Event Location: _____
9. Describe type of presentation or activity to be performed: a) If paper or poster presentation, give title and authorship; indicate with an asterisk which of the authors will be presenter. b) If you are an officer of a student organization, indicate the activity to be performed. c) Include names of all members of your group that are attending the conference.

10. Will the abstract or manuscript of your presentation be published in the proceedings of the conference?

11. Purpose of attendance and benefits to the University.
(Please describe in detail and be as specific as possible.)

12. Start Date of Travel: Month Day Year

End Date of Travel: Month Day Year

13. Estimate of Total Travel Costs (indicate how much will be spent; i.e., transportation, lodging, meals, parking fees). Indicate specific amounts for each item of expenditure. Please include state sources of other funds provided for this trip. (i.e. grants, departments, etc.), but include only items that will not be funded by other sources.

Total Requested:

14. Has money from the Student Travel Fund Committee been received in the past?

If so, how much and when?

Student Signature

Faculty Advisor/Sponsor

Head of Academic Component

Note: Receipts from travel will be required.

Written faculty endorsements to support this request are welcomed by the Student Travel Fund Committee. You should also provide 21 copies of any attachments.