

# Texas Woman's University Student Travel Application

---

Application must be typed and the original plus 20 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 2011-2012 are as follows:

**October 7, January 27, April 6, and July 6.**

**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.**

**10. If paper or poster presentation, give title and list all authors. Please indicate with an asterisk which of the authors will be the presenter.**

**11. Indicate if officer.**

**Yes**

**No**

**12. List name of all members attending the conference or activity.**

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

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

**15. Start Date of Travel (Month/Day/Year):**

**End Date of Travel (Month/Day/Year):**

**16. 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:**

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

**If so, how much and when?**

**Student Signature**

**Faculty Advisor/Sponsor Name**

**Faculty Advisor/Sponsor Signature**

**Head of Academic Component Name**

**Head of Academic Component Signature**

**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 20 copies of any attachments.**