

# TRAVEL REQUEST PROPOSAL – STUDENT TRAINING PROGRAMS

Form for those on funded student-training programs (SF BUILD, MARC, RISE, CIRM etc.). COMPLETE this signed form as soon as you submit an abstract. You will be notified when approved and receive instructions for further forms required to make travel arrangements.

**Please allow enough lead-time as possible for your travel request.**

Name (Last, First, MI) \_\_\_\_\_ Date: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

Date of birth: \_\_\_\_\_ Name (on ID): \_\_\_\_\_ (to charge airline tickets)

Funded Program:  MARC  Bridge  RISE  SF BUILD  CIRM  Other \_\_\_\_\_

Conference/Scientific meeting I plan to attend: \_\_\_\_\_

Conference Location (City, State): \_\_\_\_\_ Dates of Conference: \_\_\_\_\_

I am presenting (select one):  Poster  Verbal Presentation —  I am **NOT** presenting

Title of Abstract/Presentation/Paper\*\*: \_\_\_\_\_

\*If you are not presenting research, you are required to write a 2 paragraph reflection on your experience. Please submit within 1 week to your program director.

**\*\*You must reference the grant number and funding source on any abstract, poster, presentation, authored paper etc. in the acknowledgements.**

I received a Travel Scholarship  Travel Scholarship pending  I applied for LSAMP Travel funds

I am requesting:  Airfare  Lodging  Subsistence (per diem)  Conference Registration

Estimated Costs: Airfare \$ \_\_\_\_\_ Lodging \$ \_\_\_\_\_ Subsistence (\$55/day) \$ \_\_\_\_\_

Other (Shuttle/Taxi)/Uber) \$ \_\_\_\_\_ Conference Registration \$ \_\_\_\_\_ **TOTAL:** \$ \_\_\_\_\_

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Principal Investigator (PI) or Research Mentor Name: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

PI/Research Mentor **approval** (signature): \_\_\_\_\_

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NOTES: \_\_\_\_\_