

# TRAVEL REQUEST PROPOSAL – STUDENT TRAINING PROGRAMS

For funded students on: SF BUILD, MARC, RISE, CIRM, NIH Bridge, LSAMP, NSF-STC, Genentech, etc.). COMPLETE this signed form prior to submitting an abstract. You will be notified when approved and for how much.

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

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

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

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

Program: SF BUILD MARC RISE CIRM Bridge LSAMP NSF-STC Gene

Conference/Scientific Name: \_\_\_\_\_

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

Your Travel Dates: \_\_\_\_\_ (Receive approval/notify professors you will miss class - plan ahead!)

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 by email within 1 week to your Research Mentor and Program Director.*

**\*\*You must reference the grant number and funding source on any abstract, poster, presentation, authored paper etc. in the acknowledgements. Ask the program office for this information.**

I received a Travel Scholarship for ALL expenses or  Some expenses  Travel Scholarship is pending

I applied for LSAMP funds  I applied for COSE IRA funds  I applied for Biology Student Assn. funds

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

Which Grant pays? \_\_\_\_\_

**Estimates:** Airfare \$ \_\_\_\_\_ Lodging \$ \_\_\_\_\_ Subsistence (\_\_\_\_\_/days @\$55/day) \$ \_\_\_\_\_

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

Other students going? YES NO You plan to room with \_\_\_\_\_

Research Mentor: \_\_\_\_\_

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

Program Director: \_\_\_\_\_

PD **approval** for \$ \_\_\_\_\_ (Signature): \_\_\_\_\_

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