

# TRAVEL REQUEST PROPOSAL – SF BUILD / SF BUILD AFFILIATES

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)

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\*\*: \_\_\_\_\_

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

**\*\*If you are not presenting research, you are required to answer the following questions and write a 2 paragraph reflection on your experience. Please submit by email within 1 week to your Research Mentor and Program Director.**

Why do you want to go? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

What do you hope to learn? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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

I applied for LSAMP funds  I applied for Biology student assist. Funds  I applied for COSE IRA 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:** \_\_\_\_\_  
\_\_\_\_\_