

TRAVEL REQUEST PROPOSAL – STUDENT TRAINING PROGRAMS

For funded students on: SF BUILD, MARC, RISE, CIRM, NIH Bridge, LSAMP, NSF-STC, Genentech, etc. COMPLETE this 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 acknowledgments. 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

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: