

REQUEST FOR TRAVEL FUNDS

Message to Applicant

The Energy Resources Engineering Department and the Shell Foundation provide funds for students who travel in relation to their academic work. This can be to deliver a research paper to a professional meeting or to conduct field work related to the research project you are doing to earn your degree.

Please take the time to fill out the application completely, gather your advisor's signature, include an abstract of the paper or research project, and an estimated budget for expenses. Those presenting a paper need to submit a copy of the correspondence in which your paper is accepted **or** a copy of the preliminary conference program which lists your participation. If any of these parts are missing, the application will be returned to you.

Submit this request to your Research Program Administrator (Thuy or Yolanda).

REQUEST FOR TRAVEL FUNDS

Travel Fund Application

Date of Application: _____

Name of Applicant: _____

Amount Requested: _____

Purpose of Fund Request: _____

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Title of Project or Paper: _____

(Please attach abstract of project or paper, and copy of acceptance, if applicable.)

Destination (if travelling): _____ Dates of Travel: _____

Have you previously received a grant from the Department or Shell Fund? Yes No

If "Yes", when and amount received: _____

Signature of Advisor or Supervisor: _____ Date: _____

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Preliminary Budget Information:

Actual Living/Travel Expenses):

Round-trip Air From: _____ To: _____ \$ _____

Mileage (55.5¢/mile) From: _____ To: _____ \$ _____

Lodging* City: _____ # Nights _____ \$ _____

Conference Registration** \$ _____

Food # Days _____ \$ _____

Other: _____ \$ _____

Total Requested \$ _____

*Shared rooms are required, when possible.

**Meals included in registration fee (if any) _____

