#### 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).

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# **Travel Fund Application**

Date of Application:						
Name of Applicant:						
Amount Requested:						
Purpose of Fund Request: _						
* *	* *	* *	* *	* *		
Title of Project or Paper: _						
(Please attach abstract of projec	ct or paper, and cop	by of acceptance,	if applicable.)			
Destination (if travelling): _		Travel:				
Have you previously received	l a grant from the	Department or S	Shell Fund?	Yes □No		
If "Yes", when and amount re						
ignature of Advisor or Supervisor:Date:						
* *	* *	* *	* *	* *		
Preliminary Budget Inform	ation:					
Actual Living/Travel Expens	es):					
☐ Round-trip Air	From:	To:		\$		
☐ Mileage (55.5¢/mi	☐ Mileage (55.5¢/mile) From:		To:			
☐ Lodging*	City:	# N	ights	\$		
☐ Conference Registration**				\$		
☐ Food	# Days			\$		
☐ Other:				\$		
		Total	\$			
			-			
*Shared rooms are re	quired, when pos	sible.				
**Meals included in	registration fee (if	f any)				

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# **Response to Applicant**

(This section to be completed by the Department)

Name of Applicant:						
Amount Requested:			-			
<b>Purpose of Fund Request</b>	:					
Application:	□ Approved - Amount: \$					
Ō	Denied – Re	ason listed in "C	omments" section	below		
Source of funds, if approv		Shell Award* Department Affiliate Group	(Group name)	\$ \$ \$_	*	
*Publications which result fr	om research sp	onsored by Shell F	unds should include	proper recognition	of that support.	
Signed:		I	Date:			
<b>Comments:</b>						