



Undergraduate Research Program Travel Grant Application

Directions

1. Complete Parts I, II, and III of this application.
2. Submit one copy of this application as an e-mail attachment to the operations coordinator in the Arts & Sciences Dean's Office, Robert Plymale, at rplymale@richmond.edu.
3. Ask your supervising faculty member to e-mail a letter of endorsement to Robert Plymale.
4. If you are notified that you have received a travel grant and you plan to travel internationally, you must contact the Office of International Education for further information and papers necessary for travel.

Part I: About You

Name:	UR ID:	Date of Application:
Phone Number:	Email Address:	
Present Address (street, city state, zip):		
Major(s):		
Hours Completed:	Expected Graduation Date:	
Previous Arts & Sciences Undergraduate Research Awards:		
Name of Award:	Amount:	Date/Semester/Year:

Part II: About Your Trip

Destination:	Name of Conference (if applicable):	
Mode of Transportation:	Departure Date:	Return Date:
Supervising Faculty Member:		
<p>How will this trip contribute to your educational goals? You may attach an additional sheet if you need more space. Also attach an abstract of the paper you will deliver or a précis of the project you will present.</p>		

Part III: Expenses Worksheet

	Cost Per Day	Cost for Entire Trip
Travel (Transportation):	N/A	
Lodging: (Limit: 2 nights)		
Meals: (Limit: \$35/day up to 3 days)		
Registration Fees:		
Other:		
Total:		

Please note that the Undergraduate Research Committee uses its discretion when approving money for meals and lodging. The maximum allowance for meals is \$35 per day. To allow as many people as possible to make use of travel funds, the maximum allowance for lodging and meal requests is three days and two nights. Requests that exceed this allowance require **detailed explanation**, which you may include below or attach.