



## Undergraduate Research Program Travel Grant Application

### Directions

1. Complete Parts I, II, and III of this application.
2. Submit filled application to your faculty member for approval.
3. 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.
4. **Faculty Mentor:** Email signed form to Robert Plymale at [rplymale@richmond.edu](mailto:rplymale@richmond.edu).

### Part I: About You

Name:	UR ID:	Date of Application:
Phone Number:	Email Address:	
Present Address (street, city state, zip):		
Major(s):	PPEL	
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:	Number of Days:
Supervising Faculty Member:			
List of UR student Co-presenters (if any):			
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.			

**Part III: Budget**

Transportation Mode:      Airfare      Land      Rail      Other:		
Room Sharing:    YES      NO		
If yes, who are you sharing the room with?		
	Cost Per Day	Cost for Entire Trip
Travel (Transportation):		
Lodging: (Limit: 2 nights)		
Meals: (Limit: \$35/day up to 3 days)		
Registration Fees:		
Other:		
<b>Total:</b>		

If the total amount is larger than \$750 (domestic) / \$1,000 (international), please work with faculty mentor to identify additional funding sources below for the overage.

Other funding sources:	Amount:

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.

**By signing this form, the Faculty Mentor approves this budget request, additional funding sources, if any, and recommends student for the grant.**

\_\_\_\_\_  
Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature