



# Research/Travel Funding Request

Name: \_\_\_\_\_

Class of: \_\_\_\_\_

Email Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

**Presentation Information: Please attach copy of your invitation to present and a copy of your abstract**

Title: \_\_\_\_\_

Dates of Presentation: \_\_\_\_\_

Conference Title: \_\_\_\_\_

Location: \_\_\_\_\_

**Permission to miss course work:**

Course: \_\_\_\_\_

Name of Course Chair: \_\_\_\_\_

I have contacted my course chair about this trip and he/she has given their approval to miss these days from the curriculum.

**Mentor's Information: Each student's mentor is expected to contribute towards travel and conference expenses**

Mentor's Name: \_\_\_\_\_

Department of: \_\_\_\_\_ Contact Phone: \_\_\_\_\_

Mentor's Contribution: \$ \_\_\_\_\_

**Expenses:**

**Anticipated Funding Source (circle one):**

Conference Fee:	\$ _____	SAO	Mentor	\$ _____
Airfare:	\$ _____	SAO	Mentor	\$ _____
Hotel:	\$ _____	SAO	Mentor	\$ _____
Driving Miles:	_____ (if applicable)	SAO	Mentor	_____
Total Requested:	\$ _____			

**By checking here you confirm that the above information is accurate and complete and that you have read the Student Travel Guidelines and Procedures document.**

**Total Approved by Student Affairs Office:** \$ \_\_\_\_\_

**Approval Signature:** \_\_\_\_\_

Neil Parker, M.D., Dean of Students / Meredith Szumski, Director of Student Affairs

**Approval Date:** \_\_\_\_\_

**NOTE:** *All requests for travel should be submitted at least 1 month in advance of travel dates*

All requests will be approved by

Meredith Szumski

Director of Student Affairs

Questions should be directed to her at:

[mszumski@mednet.ucla.edu](mailto:mszumski@mednet.ucla.edu)

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