

2024-2025 Travel Program Application

Start of Block: General information

Q1 OUR Travel Program Application: Please fill out the primary student presenter's contact information below.

Note: Primary presenter MUST be a Buffalo State undergraduate.

Student name (1) _____

Banner ID (2) _____

Student academic department (3)

Expected date of graduation (month/year) (6)

Student BSU email (4) _____

Student cell phone number (5)

Q2 Please list any student co-presenter(s) contact information below.

Co-presenter name (1) _____

Banner ID (2) _____

Co-presenter academic department (3)

Specify undergraduate/graduate status (8)

Expected date of graduation (6)

Co-presenter BSU email (4)

Co-presenter cell phone number (5)

Q3 Primary Faculty Mentor information:

Mentor name (1) _____

Mentor Academic Department/Program (3)

Mentor BSU email (please double check that this is correct) (4)

Mentor office phone (2) _____

Q4 Event information:

Name of disciplinary conference/professional meeting/visual exhibition/performing arts event (1) _____

Conference/Event location (3)

Date(s) of presentation/performance (4)

Page Break _____

Q5 Estimated Budget information:

Student registration fee (3)

Mode of travel (air, train, personal/rental auto, other) (4)

Air/train ticket cost (if applicable) (2)

Round-trip auto mileage (if applicable) (5)

Number of hotel nights requested (8)

Hotel rate per night (9) _____

Total Lodging cost (11) _____

Other transportation (Uber, taxi, subway, etc.) cost (10)

Q8 Total Estimated Costs from Previous Question (for auto mileage, use \$0.60 per mile)

Click to provide answer (1)

Q6 Please upload verification (letter or email message) indicating acceptance of the presentation/exhibition/performance, and that the undergraduate requesting funding is identified as the first author or equivalent. Please do NOT upload the entire conference or event program.

Please upload only .doc, .docx, or .pdf files (email messages may be copied into Word documents). Email <goodmams@buffalostate.edu> for alternate transmission methods if necessary.

This verification is required before your application can be considered.

Q7 To be completed by Faculty Mentor ONLY. Note: It is highly recommended that the Student(s) directly contact their Faculty Mentor to be sure they received the BSU email message sent to them with information about how to complete your application. If your Faculty Mentor did not receive this message, please re-check their email address to be sure you entered it correctly. If your Faculty Mentor cannot access the application, they should email OUR Associate Director @ <guzskic@buffalostate.edu>.

End of Block: General information
