

Travel Award Program Application

Please fill out the primary student presenter's contact information below.

Primary presenter MUST be a Buffalo State undergraduate.

- Student name _____
 - Banner ID _____
 - Student academic department

 - Expected date of graduation (month/year)

 - Student BSU email _____
 - Student cell phone number _____
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Please list any student co-presenter(s) contact information below:

- Co-presenter name _____
 - Banner ID _____
 - Co-presenter academic department

 - Specify undergraduate/graduate status

 - Expected date of graduation

 - Co-presenter BSU email

 - Co-presenter cell phone number

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Primary Faculty Mentor information:

- Mentor name _____
- Mentor Academic Department/Program

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

- Mentor office phone _____

Event information:

- Name of disciplinary conference/professional meeting/visual exhibition/performing arts event

- Conference/Event location

- Date(s) of presentation/performance

Out-of-Pocket Costs Estimate:

Student registration fee _____

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

Air/train ticket cost (if applicable) _____

Round-trip auto mileage (if applicable) _____

Number of hotel nights _____

Hotel rate per night _____

Total Lodging cost _____

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

Total Estimated Out-of-Pocket Costs (for auto mileage, use \$0.60 per mile)

• _____

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.

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 Scott Goodman @ goodmams@buffalostate.edu.

Do you support the student's travel application?

- Yes
 - No
-

Will the primary student applicant be the presenting author at the conference/meeting described in this application?

- Yes
 - No
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Additional comments about this trip (if any).
