



## Undergraduate Student Request for Travel Assistance to Present a Conference Paper

Limited funds are available to students in a degree program offered by a department in the Faculty of Humanities and Social Sciences. Students in a program whose department Head is based in another Faculty or School shall apply through the applicable Dean's Office.

Student Information					
<b>MUN #:</b>	<b>Last Name:</b>	<b>First Name:</b>	<b>Initial:</b>		
<b>Degree:</b>		<b>Major(s):</b>			
<b>@MUN e-mail:</b>		<b>Phone number:</b>			
Conference Information					
<b>Name of Conference:</b>			<b>Dates:</b>		
<b>Location:</b>					
Have you been accepted to present a paper/poster?			Yes	No	
<i>If yes, please attach title, abstract, and verification of acceptance.</i>					
<b>How is this relevant to your program of study?</b>					
<b>Have you applied for funding from other sources (i.e. department operating budget, outside sources, etc.)?</b>					
Foreign Travel					
<b>If traveling abroad, I have read the Memorial safety and security procedures</b>				Yes No	
Estimated Travel Expenses					
Transportation	\$	Registrations	\$	Meals	\$
Taxis	\$	Lodging	\$	Other	\$
		Total Expenses	\$		
<i>Receipts are required for all expenses with the exception of meals. Travel claims are to be submitted within 10 days of conference end date.</i>					
Signatures					
Student Signature		Date	Department Head's Signature		
Funding					
<b>Date</b>	<b>Prior Funding*</b>		<b>Amount</b>	<b>FOAPAL</b>	<b>Approval of Dean of HSS</b>
	Yes	No			

\*If yes, please indicate the number of times.

Amount Approved \$ \_\_\_\_\_

**Original: with Travel Advance Form or Travel Claim    Copy: Department    Copy: Student**

*Memorial University protects your privacy and maintains the confidentiality of personal information. The information requested in this form is collected under the general authority of the Memorial University Act (RSNL1990CHAPTERM-7). It is required for administrative purposes. Questions about this collection and use of personal information may be directed to the Manager, Finance and Administration, Office of the Dean of Humanities and Social Sciences.*