REQUEST FOR TRAVEL FUNDS

Message to Applicant

The Energy Resources Engineering Department and the Shell Foundation provide funds for students who travel in relation to their academic work. This can be to deliver a research paper to a professional meeting or to conduct field work related to the research project you are doing to earn your degree.

Please take the time to fill out the application completely, gather your advisor's signature, include an abstract of the paper or research project, and an estimated budget for expenses. Those presenting a paper need to submit a copy of the correspondence in which your paper is accepted or a copy of the preliminary conference program which lists your participation. If any of these parts are missing, the application will be returned to you.

Submit this request to your Research Program Administrator (Thuy or Yolanda).
REQUEST FOR TRAVEL FUNDS
Travel Fund Application

Date of Application: __________________________

Name of Applicant: ________________________________

Amount Requested: ____________________________

Purpose of Fund Request: ________________________________

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Title of Project or Paper: ________________________________

(Please attach abstract of project or paper, and copy of acceptance, if applicable.)

Destination (if travelling): ______________________ Dates of Travel: __________

Have you previously received a grant from the Department or Shell Fund? □ Yes □ No

If "Yes", when and amount received: ________________________________

Signature of Advisor or Supervisor: ___________________________ Date: ________________

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Preliminary Budget Information:

Actual Living/Travel Expenses):

☐ Round-trip Air From: ___________ To: ___________ $ ____________

☐ Mileage (55.5¢/mile) From: ___________ To: ___________ $ ____________

☐ Lodging* City: ___________ # Nights ___________ $ ____________

☐ Conference Registration** $ ____________

☐ Food # Days_______ $ ____________

☐ Other: ___________________________________ $ ____________

Total Requested $ ____________

*Shared rooms are required, when possible.

**Meals included in registration fee (if any) __________________________________________
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Response to Applicant

(This section to be completed by the Department)

Name of Applicant: ____________________________________________

Amount Requested: ___________________________________________

Purpose of Fund Request: _______________________________________

Application:  ☐ Approved - Amount:  $__________________________

☐ Denied – Reason listed in “Comments” section below

Source of funds, if approved:  ☐ Shell Award* $__________________*
☐ Department $_________________
☐ Affiliate Group $_________________

(Group name)

*Publications which result from research sponsored by Shell Funds should include proper recognition of that support.

Signed: ______________________________ Date: ______________________________

Comments: