

DRI Travel Funding Request Form

Please complete this form to request funding from DRI to assist with travel expenses for presenting at a conference. We will provide support for the primary student author only. Your request for funding must be made in advance of your trip. DRI can provide a maximum of \$500 per student; however, DRI expects that you have made efforts to save money and reduce costs.

Name: _____ Date: _____

DRI Advisor/Mentor: _____

Email Address of student: _____

Destination: _____

Purpose of trip: _____

Website describing conference: _____

Departure date: _____ Return date: _____

Cost of travel:

Registration: _____

Individual hotel expenses: _____ nights @ \$_____/night; room shared among _____ individuals

Transportation: _____ (Air travel ticket costs)

_____ (Mileage costs)

Other expenses: _____

Total funding requested from DRI pool: _____

Total funding from other sources: _____ (see below)

DRI WILL NOT REIMBURSE FOR MEALS.

Documentation of your presentation acceptance is required before funds will be guaranteed. E-mail acceptance or URL linking to presentation details on the web is sufficient.

Note: The DRI will look favorably upon those students who have accessed funds from other sources (i.e. GSS Travel Grant, SEA funds, faculty research account, etc.) and those who make attempt to save money (i.e. room sharing, early bird registrations, reasonable meal expenses). Further, students must adhere to the policy guidelines outlined by OU. For more information on these policies, please refer to the <http://www.ohio.edu/finance/travel/index.cfm>. Receipts must be submitted within 30 days of your return date. Submit forms via campus mail to Darlene Berryman at W324 Grover Center or electronically at berrymad@ohio.edu.

Please check below the funding sources you have utilized:

Undergraduate Student Funding:

CSA
Department/school
College
CRSCA

Graduate Student Funding:

GSS
Programmatic funds (i.e. MCP)