

INDIVIDUAL FUNDING REQUEST

Name: _____ Phone #: _____

Major: _____ MyWSUID#: _____

Email: _____ Circle One
Undergraduate Graduate

Please note that travel requests must be submitted no later than **60 days prior** to the dates of travel.

Please provide a brief explanation of the travel. ***Attach a letter of acceptance to the conference, information about the conference, a letter of recommendation from your instructor/advisor and a travel itinerary. You may attach additional sheets if necessary.***

Destination: _____ Dates: _____ to _____

Mode of travel (air, car, etc.): _____ (line 1)

1. Total registration to be funded: \$ _____ (line 2)
Use the following formula:
Multiply the registration cost by $\frac{1}{2}$. If the result is less than \$50, write the result on line 2.
If the result is more than \$50, write \$50 on line 2. (maximum amount allowed is \$50.)

2. Travel Expense \$ _____ (line 3)
If traveling by car, do the following:
1. Write the total distance round trip to be traveled (round to the nearest mile) _____ miles
2. Multiply total distance round trip by \$.50, and write on line 3.
3. If traveling by air, the maximum amount allowed is \$300; line 3 should not exceed \$300.
4. Maximum allowed for international travel is \$500; line 3 should not exceed \$500.

3. Lodging expense requested: \$ _____ (line 4)
(There is a maximum of \$50 per night and an overall cap of \$200. Line 4 should not exceed \$200.)

4. **Total Individual Funding Request** \$ _____ (line 5)
(maximum is \$550. Line 5 should not exceed \$550.)

Are you receiving funding from any other department or source? If yes, explain the source and amount:

SIGNATURE: _____ Date: _____

Nine copies of the request (and the originals) must be submitted at least 60 days prior to the date of travel.