|  |  |  |
| --- | --- | --- |
|  **Department of Exercise Sciences** | **Submission Date** |  |

rev. 11/2017

**Student Travel Application**

**➀ *This form,* ➁ *required signatures,* ➂ *your abstract, and a* ➃ *signed*** [***Risk Release Agreement***](https://purchasing.byu.edu/sites/default/files/Assumption%20of%20Risk%20and%20Release%20Agreement.pdf) ***constitute a completed application***

|  |  |
| --- | --- |
|  | **Check if this is a Fulton Application (requires a thank you note)** |

|  |  |  |
| --- | --- | --- |
| ***Printed Name*** *(as it appears on your driver’s license)* | ***Birth Date*** | ***Phone*** |
|  |  |  |
| ***E-mail*** | ***BYU ID#*** | ***NetID*** |
|  |  |  |

|  |
| --- |
| ***Purpose of Travel*** 🞎 Present Research **(attach abstract)**  🞎 Student Development |

|  |
| --- |
| ***Faculty Mentor Name –* 🞎 I will be attending this conference with my student** |
|  |

|  |  |
| --- | --- |
|  ***Convention Name (spell it out)*** | ***Location*** |
|  |  |

|  |  |
| --- | --- |
| ***Departure Date*** | ***Return Date*** |
|  |  |

|  |
| --- |
| ***Attach the Following*** |
|  🞎 One-page justification for student development travel 🞎 Membership dues receipt 🞎 Signed Risk Release Form 🞎 One-page abstract or proposed abstract |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Personal Expenses** | **Proposed** | **Actual** |  |  |
| **Registration Fee** | **$** | **$** |
| **Abstract Fee** | **$** | **$** |
| **Poster Printing** | **$** | **$** | Student Signature ↑ | Date |
| **Nontravel Subtotal** | **$** | **$** |  |  |
| **Airfare** | **$** | **$** |
| **Hotel** | **$** | **$** |
| **Rental Car / BYU Vehicle Rental** | **$** | **$** | Faculty Mentor Signature ↑ | Date |
| **Other Expenses** (Taxi, Shuttle, Parking) | **$** | **$** |  |  |
| **Miscellaneous** | **$** | **$** |
| **Nontravel Subtotal** | **$** | **$** |
| **Travel Subtotal** | **$** | **$** | Department Chair Signature ↑ | Date |
| **Combined Total** | **$** | **$** |  |

|  |
| --- |
| **office use only** |
| **Funds Source** | **Operating Unit** | **Account** | **Class** | **Amount** |
| **Unit 1** |  |  |  | **$** |
| **Unit 2** |  |  |  | **$** |
| **after-trip report** |
| **Date** |  | **Completed Trip Actual Expense** | **$** |
| **Signature** |  |