

2014-2015

Notification of Undergraduate Student Professional Travel Award

This document, with approval signature at the bottom, serves as confirmation that the student listed below has been awarded an Undergraduate Student Professional Travel Award for Fiscal Year 2014-2015. **If the student will receive additional funding to attend this conference from a college, department, or faculty member, it is the responsibility of that department or college to complete and process the Travel Authorization and Expense Report (TAER) document.** The department should charge the undergraduate professional travel award to a departmental general fund account. Please send a copy of the final TAER sent by the department to disbursements and a copy of this form to UROP, Matthew Orr, 4092 FAB. The Office of the Provost will then initiate a budget transfer to replace the award amount listed below. Please email UROP with any questions at urop@wayne.edu or call us at 577-9226.

Student Award Recipient (Please Print Name): _____ Student Access ID _____

Amount of Undergraduate Student Professional Travel Award: **\$350.00**

Student Confirmation and Acceptance of Award

I confirm that I am a currently enrolled at least ½ time as an Undergraduate student and that I am the primary presenter of

(Title of paper/presentation – ATTACH ABSTRACT)

which I will present at _____
(Title of conference/meeting – ATTACH PROGRAM SHOWING PAPER)

on _____
(Date(s) of conference/meeting – ATTACH MEETING ANNOUNCEMENT)

The meeting will be held at _____
(Location of conference/meeting)

Signature of Student

Date

Faculty Supporter Name (Please Print)

Signature of Faculty Supporter

Date

TAER Processor (Please Print)

Signature of TAER Processor

TAER #

Approval Signature: Matthew Orr, UROP, Office of the Provost

Date Approved