



2012-2013

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 2012-2013. **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 Undergraduate Research 4092 FAB. The Office of the Provost will then initiate a budget transfer to replace the award amount listed below.

Student Award Recipient (Please Print Name): _____

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 1/2 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, Undergraduate Research, Office of the Provost _____ Date Approved _____