

**Student Travel Request Form**

To request travel funds, email this form to the Epi Administrator, DJ Miller, at mrmiller@uw.edu.  Attach a copy of your abstract acceptance.

**Travel Request Due Dates:**

* August 15  for travel between October 1 and January 31
* November 15  for travel between January 1 and April 30
* February 10 for travel between April 1 and July 31
* May 15  for travel between July 1 and October 31

**NOTE: Student must be registered during academic quarter of travel to be eligible for Epi funds**

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date form completed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Meeting dates: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Expected Qtr of Graduation from Epi:\_\_\_\_\_\_\_\_\_ UW Academic Qtr of Meeting:\_\_\_\_\_\_\_\_

Meeting /Conference Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Meeting/Conference website URL: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Location: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date abstract due: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature of faculty mentor for this project (or if none, your initial faculty advisor):

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*Refer to* [*http://f2.washington.edu/fm/travel/lodging#allowance*](http://f2.washington.edu/fm/travel/lodging#allowance) *for details on per diem rates.*

Maximum lodging rate at conference location: $

Maximum meal/per diem rate at conference location: $

 Airfare: $ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Registration fee: $ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Lodging: cost per day x\_\_\_\_days $ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 (3 days max)

 Meals: cost per day x\_\_\_\_\_\_days $ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 (3 days max)

 **TOTAL REQUESTED FROM EPI** $ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 *maximum of $500 for national/international; $200 for regional*

Decisions regarding student funding are expected to follow the pattern shown below:

* Must be presenting a paper or poster at a major conference in the field.
* Maximum of one travel award per student, per year (July 1 – June 30). In cases when the number of travel requests exceeds available funding, the department will take into consideration the number of awards a student has received in previous years.
* Priority given to PhD students.