



**Boston University Earth & Environment**

## REQUEST FOR TRAVEL FUNDING for Undergraduate Students

The Department of Earth & Environment encourages undergraduate students to pursue professional development activities, such as attending conferences and engaging in research-related travel. The Department has earmarked funds to support these activities for undergraduate students.

Application materials outlined below should be completed and sent to the Department by the deadline each semester. If an opportunity presents itself after the semester deadline, please consider submitting a request anyways – such requests will be reviewed on a rolling basis.

Please carefully consider your budget before submitting the application to ensure that you request an accurate, but not excessive, estimate. All approved expenses will be allocated via reimbursement, or in certain cases, can be arranged in advance by the Department. For reimbursement of out-of-pocket expenses, all itemized receipts should be submitted along with a completed reimbursement form to [eetravel@bu.edu](mailto:eetravel@bu.edu).

### Process

1. Complete the Request for Travel Support Form and Anticipated Budget Form with as much detail as possible.
2. Submit all completed materials to Sayaka Yamaki ([syamaki@bu.edu](mailto:syamaki@bu.edu)) by the deadlines listed below.
3. If funded: after the event, submit a completed reimbursement form and labeled receipts to [eetravel@bu.edu](mailto:eetravel@bu.edu).

### Deadlines

Fall Semester  
October 15

Spring Semester  
March 1



## Boston University Earth & Environment

### UNDERGRADUATE STUDENT REQUEST FOR TRAVEL SUPPORT

Name:

BU ID#: U

Email Address:

Type of Opportunity:      Conference

Research Travel

If conference, name of conference:

If research travel, please provide details:

Anticipated travel dates:

Please describe the purpose and goals of the travel.

How would this opportunity help you meet your educational and professional goals?

Is this travel related to current work with a faculty member? If so, who?

Student Signature:

Date:

*Office Use Only: Date received by E&E: \_\_\_\_\_*



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**UNDERGRADUATE STUDENT REQUEST FOR TRAVEL SUPPORT**

**ANTICIPATED BUDGET**

<i>Airfare</i>	\$ _____
<i>Other Transportation</i>	\$ _____
<i>Lodging/Accommodations</i>	\$ _____
<i>Conference Fees</i>	\$ _____
<i>Meals</i>	\$ _____
<i>Other/Miscellaneous</i>	\$ _____

**Total Budget Request: \$ \_\_\_\_\_**

Budget Comments/Notes: