

FUNDING REQUEST FOR PRESENTING RESEARCH AT A NATIONAL CONFERENCE

This form is DUE at least 30 days before the date of departure.

Travel awards may be requested from students presenting their research at a national conference. Students must be in good academic and professional standing to be eligible for the award.

Student Name _____ Year _____ Email _____

Meeting Title and Professional Organization _____

Location _____ Dates of meeting _____

Website for conference _____

ESTIMATED BUDGET

Awards are typically between \$300 and \$500 and will not exceed \$500 per student. If more than 1 student is presenting the research, funding will be split between the students. Students will not be granted funding for more than 1 trip per year and 2 trips during their medical school career.

_____ **Travel Costs** (Airfare/Taxi/Shuttle/Bus/Etc.): If driving your own car, write total miles for roundtrip

**Students are expected to find the most cost-effective modes of transportation possible.

**Do not book airfare and hotel together. These receipts must be separated and itemized.

_____ **Lodging/Hotels** Per UMKC policy, students are required to stay at hotels affiliated with their conference.

**Do not book hotel online through third party. An actual bill printed by the hotel will be required.

_____ **Meals Rates** are found at <http://www.defensetravel.dod.mil/site/perdiemCalc.cfm>. Enter your conference location, and locate the "Local Meals" rate. Meals will be reimbursed at 25% of this rate for breakfast, 25% of this rate for lunch, and 50% of this rate for dinner.

_____ **Registration**

_____ **Total Requested**

REQUIRED ATTACHMENTS

- Abstract of your research presentation
- Acceptance letter for presentation
- Letter of support from your sponsoring researcher
- Proof of the costs above such as screenshots of flights, hotels, etc.
- Approval from course or clerkship director to be absent during this event
- Other sources of funding currently being sought or already granted

Approved student travelers are required to attend a short preliminary travel expectations meeting before their departure. Flights and registration fees can be paid prior to the trip by the Student Affairs office once travel award has been granted. All other expenses will be reimbursed after the conference has concluded.

Please return to Kim Kalaiwaa, Senior Office Support Assistant / Gold 4 Student Affairs Suite
Kim Kalaiwaa– kalaiwaak@umkc.edu – 816-235-1900

OFFICE USE ONLY

Submitted: _____ Amount Approved: _____ Account(s): _____

Date Notified: _____ Notes: _____