



**STUDENT TRAVEL & RESEARCH FUND REQUEST**

**Date of Submission:** \_\_\_\_\_

**Name:** \_\_\_\_\_

**Dates of Travel:** \_\_\_\_\_

**Reason for Request:**

**Amount Requested:** \_\_\_\_\_

**Budget Breakdown (please attach backup documentation of projected costs):**

**Have you previously successfully requested travel funding?**

Yes

No

**If yes, please list the date, purpose, and the amount approved:**

Approved

Not Approved

\_\_\_\_\_ Amount (if other than amount requested)

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Signature of Director

Date

- ❖ For students presenting or otherwise participating in a lecture, conference, etc., please attach your invitation letter. In instances where funding needs to be secured before submitting an abstract, students should submit their abstract along with the other required supporting documents and an anticipated date of notification from the organization. Funding, if approved, will be subject to acceptance by the organization.
- ❖ For students not actively participating, please attach a one-page justification for the request.
- ❖ Supporting documentation for travel, hotel, and conference registration costs is required.
- ❖ NYU is on a September-August budget cycle. Student funding is limited and not guaranteed. Funds may be maxed out before the end of the budget cycle, dependent upon requests throughout the year. Early application is recommended.