



**FACULTY RESEARCH MENTOR APPROVAL**

The signature below indicates that the Faculty Research Mentor authorized the student below to submit a *University Honors Program Student Travel Fund Request Form* and participate at a local, regional, state, national, or international conference related to the guided research.

STUDENT ID: \_\_\_\_\_

|                                   |            |                   |      |
|-----------------------------------|------------|-------------------|------|
| Student (printed)                 | Department | Student Signature | Date |
| Faculty Research Mentor (printed) | Department | Faculty Signature | Date |

**Funds Required Before the Travel:**

Suppose funds are required before the travel to cover airfare, lodging, transportation, conference registration, or request a Student Travel Card. In that case, the responsibility lies with the department to which the faculty mentor belongs or the same faculty member to arrange those necessities.

The Honors Office will only provide the approved funding amount for the conference through the designated account number provided by the Program Assistant.

**Upon return:**

On/before one month from the return of travel, students must submit a 1–2-page report describing how attendance at the conference enhanced academic, research, and personal development.

**Reimbursement Procedure:**

**During the conference:**

Students must save all travel receipts (airfare, taxi, gas, registration, meals, lodging, etc.).

**Upon return:**

On/before one month from the return of travel, students are required to submit a 1–2-page report with the following information:

1. A description of how attendance at the conference enhanced academic, research, and personal development.
2. A detailed expense report itemizing all expenses incurred (i.e., transportation, food, lodging, etc.).
3. Original receipts should be attached and submitted to the University Honors Program office (KL 419H).

Funds will be deposited to Students TAMU Bank Mobile Account.

***Failure to submit items 1-2 upon return from travel will result in ineligibility for future funding (for one academic year) from the University Honors & Undergraduate Research Program.***