

## TRAVEL REQUEST FORM

**TODAY's DATE:** \_\_\_\_\_

**TRAVELER's NAME:** \_\_\_\_\_ **CELL PHONE:** \_\_\_\_\_

**Hollings Undergraduate Scholar, Class of** \_\_\_\_\_

**EPP Undergraduate Scholar, Class of** \_\_\_\_\_

**DESTINATION:** From \_\_\_\_\_ To \_\_\_\_\_

Return from \_\_\_\_\_ To \_\_\_\_\_

**DATES & TIMES:** Begin \_\_\_\_\_ End \_\_\_\_\_

**PURPOSE OF TRAVEL:** (Check One)

- 1.) Site visit  
Mentor(s) Name: \_\_\_\_\_  
Title of Project: \_\_\_\_\_
- 2.) Research Participant (obs, collecting data, analysis, etc) \_\_\_\_\_
- 3.) Conference Attendance, Title: \_\_\_\_\_  
Abstract Title: \_\_\_\_\_ Approved: Yes \_\_\_ No \_\_\_
- 4.) Training attendance, Title: \_\_\_\_\_
- 5.) To/From Summer Internship

**DESCRIPTION (Provide all details of trip):**

**MODE OF TRANSPORTATION (Check all that apply):**

**Personal Vehicle      RAIL**  
**AIR                              OTHER, explain** \_\_\_\_\_

**REIMBURSABLE EXPENSES (Check all that apply):**

Will you drive your personal vehicle from home/airport or home/destination? If so, provide approximate roundtrip mileage: \_\_\_\_\_

Will you need a shuttle to/from your destination Airport? Provide cost each way: \$ \_\_\_\_\_

Will you need a Rental car at the destination? If so, provide cost/day: \$ \_\_\_\_\_

Are there registration fees for the conference? If so, provide cost: \$ \_\_\_\_\_

Are there any other reimbursable costs? If so, please explain and provide cost:

**If you have selected a Hotel, please provide information below:**

**NAME OF PREFERRED HOTEL:** \_\_\_\_\_

**Hotel Address:** \_\_\_\_\_

**Telephone Number:** \_\_\_\_\_ **Nightly Rate:** \_\_\_\_\_

Save completed form and submit as an attachment to: [StudentScholarshipPrograms@noaa.gov](mailto:StudentScholarshipPrograms@noaa.gov) for approval.

(Revised 6/2010)