REQUEST FOR UNDERGRADUATE TRAVEL SUPPORT
MATHEMATICS DEPARTMENT
Phone: 660-2849, FAX: 660-2821

Before approval will be granted, this form MUST be filled out completely.

NAME: ____________________________ MAJOR: ____________________________

CLASS: ____________________________ CAMPUS BOX #: ______________________

DATE SUBMITTED: __________ E-MAIL: __________________ PHONE #: ___________________

MEETING/CONFERENCE FOR WHICH SUPPORT IS REQUESTED: ____________________________

________________________________________________________________________________________

MEETING LOCATION: ____________________________ MEETING DATE: ____________________________

NATURE OF APPLICANT’S PARTICIPATION: _________________________________________________

________________________________________________________________________________________

This is my FIRST ___ SECOND ___ request. (Please check one)

Your request, with accompanying documentation (see directions on back),
must be received by the Math office 10 days prior to departure.

NO EXCEPTIONS ARE MADE TO THIS RULE.

If you do not receive a reply to this request within 5 days, we advise
that you call the Professor David Kraines at 660-2849
(or e-mail: dkrain@math.duke.edu) for verification.

PLEASE RETURN THIS FORM TO PROFESSOR KRAINES, 121 PHYSICS, BOX 90320

Your request for travel support from the Math Department has been:

_____ APPROVED. Please note the instructions on back of form when filing for reimbursement.

Your remaining balance, if applicable, is $__________

_____ DENIED. For the following reasons(s):

________________________________________________________________________________________

________________________________________________________________________________________

David Kraines __________ Chair or Associate Chair __________

Date __________ Date __________
MATHEMATICS DEPARTMENT
Request for Undergraduate Travel Support

The maximum reimbursement will be $600 per fiscal year.

Funding requests and approval must be made no later than 10 days prior to the meeting.

WHO IS ELIGIBLE?
Duke Undergraduates who present a Math paper at a nationally recognized Math meeting or conference may apply for travel support from the Duke Mathematics Department. Reimbursable expenses include meals up to $25 per day, lodging, and airfare up to the currently advertised 21 day advance purchase price. The maximum reimbursement during the July 1, 2000 to June 30, 2001 academic year will be $600.

Documentation may be a copy of a letter of invitation to the event, a letter of acceptance to present a paper, an e-mail message accepting you as a presenter, or a copy of the program page on which you are listed. Please submit a copy of the program page upon which your name occurs along with your Travel Expense Voucher on your return.

After returning to Duke, you will need to: submit a copy of a letter of invitation to the meetings, a letter of acceptance to present a paper or an e-mail message accepting you as a presenter. Include a copy of the program page on which you are listed. Complete a Travel Expense Voucher (available in room 121 Physics) with the original receipts of reimbursable expenses. Give all of this information to Ms. Sessoms.

If you have any questions concerning the Undergraduate Travel Support or reimbursement, please contact Professor David Kraines. Phone: 660-2849, e-mail: dkrain@duke.edu

October 2, 2000