

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