

**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.**

<b>NAME:</b>	<b>MAJOR:</b>
<b>CLASS:</b>	<b>CAMPUS BOX #:</b>
<b>DATE SUBMITTED:</b>	<b>E-MAIL:</b>
<b>PHONE #:</b>	

**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):

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_/\_\_\_ OR \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
David Kraines Date Chair or Associate Chair 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