

MATHEMATICS DEPARTMENT

Request for Undergraduate Travel Support

The maximum reimbursement will be \$800 per fiscal year. Funding requests and approval must be made no later than 10 days prior to the meeting.

Who is eligible? Duke undergraduate math majors who present a paper at a nationally recognized meeting or conference may apply for travel support from the Duke Mathematics Department. Recent graduates who are reporting on research done while a Duke student are also eligible.

Documentation: To apply for travel funds, send the PRUV director, David Kraines dkrain@math.duke.edu, the name, location and date of the event. Attach a copy of a letter of invitation to the event, a letter of acceptance to present a paper or forward an e-mail message accepting you as a presenter.

Reimbursements: Expenses, including meals up to \$40 per day, lodging, and travel/airfare up to the \$800 limit, are eligible for reimbursement. After your return, login to the Duke Concur system <https://concur.duke.edu/>, upload both a scan of the program page on which you are listed and scans of all relevant receipts.

Details of Reimbursement instructions can be found on the Duke Math Intranet. For questions on the use of Concur, contact Delores Austin delores@math.duke.edu

Name _____ email _____ Graduation year _____

Name, location and date of the event

Signature _____ Date _____

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Fund Code _____

Approval Signature _____

Date _____