

## CBI TRAVEL GRANT APPLICATION

NAME:

HOME ADDRESS:

HOME/LAB TELEPHONE:

E-MAIL ADDRESS:

TRAVEL INFORMATION

PURPOSE OF TRAVEL/NAME OF MEETING (PLEASE ATTACH ABSTRACT)

DESTINATION, INCLUDING CITY, STATE AND COUNTRY IF OUTSIDE U.S.

DATE YOU WILL LEAVE AMHERST

RETURN TO AMHERST

ESTIMATED BUDGET: Please itemize (air fare, registration, lodging, etc.)

Note that the maximum award is normally \$300; however, we need to know the TOTAL amount, even if more than \$300.

WILL YOUR TRAVEL EXPENSES BE SHARED WITH ANOTHER GRANT(S)?

IF SO, INDICATE DEPARTMENT/PROGRAM THAT WILL SHARE COSTS

**IF YOU ARE REQUESTING A CASH ADVANCE, WHICH MUST BE DONE AT LEAST TWO WEEKS**

**PRIOR TO TRAVEL, YOU WILL BE CONTACTED BY THE OFFICE WHEN THE TRAVEL AUTHORIZATION HAS BEEN PROCESSED. AT THAT TIME, YOU CAN PICK UP A FORM AT THE OFFICE WHICH YOU CAN EXCHANGE FOR CASH AT THE BURSAR'S OFFICE IN WHITMORE.**

3/27/02