

UNCG Anthropology Department
Kupferer-Outwin Endowed Fund

Request for Travel Funding

Name	
Today's Date	
Email	

Status: Student Faculty

Student Applications Require:

Faculty Mentor Name	
Faculty Mentor Signature	

Purpose of Travel: Conference Research Travel

Conference Presentation	
Name of Conference	
Location	
Dates	
Research Trip	
Name of Study Site	
Location	
Dates	

Total \$ Amount Requested \$ _____

Project Description. Briefly describe the reason you are seeking funding: in most cases a single paragraph should be sufficient. Do not include a bibliography or literature review. If you seek funding for a conference presentation, attach a copy of the acceptance letter for your paper or poster. If a research trip, identify and describe the research site and what you plan to do there.

Budget. Receipts are required for all reimbursed transportation costs (except mileage on personal vehicle), hotels, conference registration, printing and incidental research materials. **Food receipts are not necessary: we will reimburse food costs at standard per diem rates.** The maximum award for students is \$500 and \$1500 for faculty.

Travel by plane, bus or train	Airfare Bus or Train Fare	
Travel by personal vehicle	Miles Travelled Mileage Rate Total Mileage Cost	56¢ per mile
Accommodations	Hotel rate Number Nights Total Hotel Cost	
Per Diem	Number Days Per Diem Rate Total Per Diem	\$40 per day
Other Expenses	Registration	
	Printing	
	Materials Total Expenses	
	Total Costs	