

PRIME Travel Request

Requests for the year should be submitted at the beginning of the fall semester, or as soon as possible, and allowing at least one month before your anticipated travel. Up to \$1,200 may be available in travel fellowship funds to a conference **at which you present your own research**. Program travel funds may be limited to students in years one through five of the program, and available to students beyond year five as funds permit.

These travel funds can be used for conferences from August 16, 2025 through August 15, 2026.

Instructions: Please open using Adobe Reader, **NOT Preview**.

Student Name:

Title of Conference:

Location of Conference:

Date/s of Conference:

Title of Your Accepted Presentation:

Advisor Signature

Date

Return to Amanda Cartter

PRIME Travel Request

Please submit this worksheet when you submit your PRIME travel fund request, along with page one above.

Student Name _____ Cell Phone _____

Student ID _____ Email _____

Conference Name AND Location (City, State): _____

Conference Date(s): start: _____ end: _____

Travel Date(s): start: _____ end: _____

Amount requested from Program: _____ \$ _____

Funds coming from other source _____

Emergency Contact: _____ \$ _____

Name *Phone* *Email*

Important note: Fellowships are considered taxable income. Fellowships awarded to U.S. citizens, and some from countries with special arrangements with the U.S. Government, DO NOT have taxes withheld prior to disbursement. You will receive a tax statement in STUINFO at the end of the year listing all funds awarded before December 31.

Acceptance of fellowship monies MAY affect your student loan(s). However, if the award is for travel or research support, please provide a copy of the meeting registration form, airline ticket price, hotel costs, etc. to the Office of Financial Aid and indicate that the funds should not be subtracted from your loan/aid amount. However, the final decisions are made on a case-by-case basis by the Office of Financial Aid following guidelines provided by the Federal Government. Please seek advice from your Office of Financial Aid counselor if you have any questions.