

# 2016-17 GRADUATE STUDENT RESEARCH RESOURCES REQUEST FORM

Please complete and submit a form for each trip you plan to take in 2016-17. Submit forms to Dr. John Bowers ([john.bowers@unlv.edu](mailto:john.bowers@unlv.edu)), Chair of the Research Resources Committee.

## • PERSONAL & TRIP INFORMATION •

NAME: \_\_\_\_\_

DATE: \_\_\_\_\_

GRADUATE PROGRAM (circle one):    MA    MFA    PhD Literature    PhD Creative Writing

FACULTY SPONSOR: \_\_\_\_\_

TRAVEL DESTINATION: \_\_\_\_\_ (city & state or country)

TRAVEL DATES:    \_\_\_\_\_ (departing)    \_\_\_\_\_ (returning)

## • BUDGET •

CONFERENCE REGISTRATION \_\_\_\_\_

TRANSPORTATION

AIRFARE (if flying) \_\_\_\_\_

MILEAGE (if driving)    \_\_\_\_\_ miles @    \_\_\_\_\_ rate\* = \_\_\_\_\_

LODGING    \_\_\_\_\_ nights @    \_\_\_\_\_ rate\* = \_\_\_\_\_

PERDIEM    \_\_\_\_\_ days @    \_\_\_\_\_ rate\* = \_\_\_\_\_

OTHER (please specify)

\_\_\_\_\_ \_\_\_\_\_

\_\_\_\_\_ \_\_\_\_\_

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**SUBTOTAL** \_\_\_\_\_

**MINUS GPSA FUNDING**     APPLIED FOR/PENDING     GRANTED    \_\_\_\_\_

**TOTAL** \_\_\_\_\_

\*Mileage and per diem rates are available at the following URLs:

- mileage rates: <http://accountspayable.unlv.edu/Trvlman/Mileage.html>
- per diems (U.S. destinations): <http://www.gsa.gov/portal/category/21287>
- per diems (overseas): [http://aoprals.state.gov/content.asp?content\\_id=184&menu\\_id=78](http://aoprals.state.gov/content.asp?content_id=184&menu_id=78)

**• CONFERENCE & OTHER PRESENTATIONS •**

*Please complete this section if you are applying for funds to participate at a conference. Otherwise, please complete the next section ("Other Research-Related Travel").*

CONFERENCE TITLE: \_\_\_\_\_

SPONSORING ORGANIZATION (if not indicated in conference title: \_\_\_\_\_

PRESENTATION or PAPER TITLE: \_\_\_\_\_

PRESENTATION STATUS:     invited     proposed     accepted

*NOTE: In order to be reimbursed for travel to a conference, you will ultimately have to provide either a copy of the conference program in which your name appears or a letter or email from the conference organizers indicating that your paper has been accepted or describing your role in the conference.*

*\*If you are attending a conference but not giving a presentation, please briefly describe your role or activities:*

**• OTHER RESEARCH-RELATED TRAVEL •**

*If you are applying for funds for any other research-related travel, please use this space for your proposal. Your proposal, together with your supporting materials, should not only indicate precisely what research site(s) you intend to visit, what research you plan to conduct there, and what the results of that research will be, but also demonstrate that you have the contacts and other resources necessary to ensure a safe and productive research trip. Please also indicate the name of at least one faculty advisor/sponsor.*