

TechASM Travel Funding Request Form

Name: _____

Date(s) of Travel: _____

Conference Title: _____

Location: _____ Outside Texas? Yes No

First Year Student? Yes No Type of Presentation: _____

Are you a paid ASM member? Yes No ASM member #: _____

Have you completed required service hours? Yes No

Have you completed attendance requirements: Yes No

Reason(s) for not having completed full membership TechASM requirements? Have you taken any action to resolve the issue(s)? _____

ESTIMATED COSTS:

Cost to / from Destination (airfare/rental car, etc): _____ Hotel Accommodations: _____

Registration Fees: _____ **TOTAL COST OF TRAVEL:** _____

For return:

Cost of meals based on receipts: _____

Are you requesting any funding from any other sources (i.e. Graduate School, Biology Department)? If so, please list these source(s) and amount(s) requested below:

| Additional Funding Source | Amount requested | Amount received |
|---------------------------|------------------|-----------------|
| | | |
| | | |
| | | |

Total Amount of Request from TechASM: _____

Signature of Individual requesting funds from TechASM:

_____ Date: _____ Contact Email: _____

Total Amount given from TechASM: _____

 ASM President Approval Signature Date
 Taylor Lenzmeier

 ASM Treasurer Approval Signature Date
 Anisha Navlekar

 ASM Faculty Advisor Approval Signature Date
 Dr. Randall Jeter

*Receipts or copies of receipts must be given to the **Mason Messerly** to show proof of expenses.*

*The application will be processed within 2-5 business days after which you can collect the funds from **Mason Messerly**.*

ASM Travel Checklist

1. Fill out "TechASM Travel Form" as soon as you are confirmed for travel that includes estimated costs for food, travel, hotel, meeting name, proof of ASM membership, and Abstract information.
2. Full members must submit a request **at least 30 days prior to travel.**
3. Write down on the back of the travel form your membership number, what community service you completed in the last year, and which meetings you attended (spring/fall or both).
4. Collect any receipts you may already have such as airplane, hotel, and registration costs.
5. Submit Application to TechASM Secretary – Kayla Bounds via email kayla.bounds@ttu.edu a month prior to travel.
6. During your trip, keep all receipts that are refundable.
7. Staple your receipts to a white sheet of paper (not overlapping). Please submit this to Mason Messerly (mason.e.messerly@ttu.edu) no later than two weeks after you are back.
8. If you need an advance (airfare, registration, ect.), Mason Messerly needs a copy of the receipts at least 30 days prior to travel.