

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: \$

Individual's signatures

Date

Email:

..... to be filled by TechASM officers

Total Amount given from TechASM: \$

ASM President Approval Signature

Date

ASM Treasurer Approval Signature

Date

ASM Faculty Advisor Approval Signature

Date

Dr. Catherine Wakeman

Receipts or copies of receipts must be given to the Treasurer to show proof of expenses.

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

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 current TechASM secretary 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 the current TechASM Treasurer no later than a week after you are back (please inform the Treasurer if there are any receipt complications).