



PRCEN Travel Approval Request Form

I _____ request authorization to use my PRCEN fellowship travel funds to go to:

- a meeting (Weblink: _____)
- a course/workshop (Weblink: _____)
- work in a collaborators' laboratory (invitation letter is attached)

My travel date will be from: _____ to: _____ in
(city/country: _____). My mentor _____ from the department of
_____ of the university _____ approved this travel.

I have:

- submitted an abstract which was accepted (abstract and proof of admission are attached)
- submitted an abstract which is under review (abstract and proof of submission are attached)
- not submitted an abstract but will before the deadline ___/___/___ (abstract is attached)
- not submit an abstract in agreement with my sponsoring mentor (see signature below) because:

- no abstract submission is required (see weblink provided above)

Student signature and date

Sponsoring mentor signature and date

Attached evidence document(s):

- Abstract Proof of abstract acceptance Other _____
- Proof of abstract submission Collaborator Invitation letter



Estimated Costs for the Trip

- Please be as precise and complete as possible when researching those costs.
- Do not make any actual purchases before having the PRCEN formal approval
- Remember that you will need to provide all proof of expenses after returning from the trip. Only actual original receipts and invoices will be used.
- In case the estimated total exceeds the allocated \$2,000/fellowship, briefly explain what other sources you have available to cover the additional costs:

<i>Items</i>	<i>Estimated Costs</i>
Plane tickets for the entire trip	\$ _____
Other transportation (Taxi, shuttle, Uber ...)	\$ _____
Hotel/Air B and B... needed for _____ nights at \$ _____/night	\$ _____
Membership fee (if required)	\$ _____
Meeting registration includes: all meals <input type="checkbox"/> part of the meals <input type="checkbox"/> no meals <input type="checkbox"/>	\$ _____
Per Diem for meals that are not included (\$40/ day) is requested for _____ days	\$ _____
Estimate TOTAL	\$ _____