



Research Student Travel Requisition

The Office of Research & Sponsored Programs offers limited funding to support medical students attending conferences to present their research.

A student may be eligible for up to \$1,500 in travel support per academic year.

A Travel Requisition must be received **30 days** prior to travel.

Eligibility Criteria for ORSP Research Student Travel Funding

- Be in good academic standing.
- Be enrolled at Burrell College at the time of travel, summer travel is allowed if the student is returning for the next academic year.
- Be a presenting author at the conference the student is attending.
- Have conducted research under the supervision of a Burrell College faculty member, preceptor, or an approved external mentor.

Today's Date: Student Class of: Campus (NM or FL)

Full Name: Email Address:

Conference Name:

Departure Date: Return Date:

Along with this travel, have you also applied for funding with any of the following sources?

Student Organization Travel Fund

SGA Travel Fund

Student Affairs

Estimated Cost of Travel

Registration Fee: \$

Airfare: \$

Lodging: \$

Personal Vehicle Mileage: X 0.70/mile = \$

Other Costs: (i.e. Lyft/Uber, shuttle, baggage check, airport parking, etc.) \$

Total Estimate Cost of Travel \$

To complete your travel requisition, please attach the following documents:

- Approved "Intent to Submit an Abstract:" form.
- Approved Excused Absence – either the fully executed form or an approval email from Student Affairs.
- Conference acceptance letter/email confirming that you are presenting.

Travel approval will not be granted without the attachments listed above.

Student Signature: _____ Date: _____

Submit your completed application to: studentresearch@burrell.edu

- ❖ Important: Incomplete applications will not be processed.
- ❖ Be sure all required documents are included before submitting.

ORSP Approval