

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