



REQUEST FOR FIELD TRIP/CONFERENCE ALLOWANCE

Please maximum amount that can be provided for any academically or professionally related field trip or conference is \$500. Please make sure to obtain receipts for all expenses incurred during your trip. All approved requests received by the 10th of the month will be included with the next monthly allowance.

- This is a request for reimbursement of expenses already paid. Please enclose all receipts with this fully completed form. All receipts must clearly indicate the service rendered and the amount.
This is a request for an advance of funds. Please remember that you must return receipts for all expenses within 30 days of receiving the advance; clearly indicate the service rendered and the amount. Any portion of the total amount advanced to you for which we have no receipt, will be deducted from your maintenance. If proper receipts are not provided within 30 days, the total advance will be deducted from your maintenance.

STUDENT NAME: _____

Table with 4 columns: Dates of Travel (mm/dd/yy to mm/dd/yy), Location (city and state), Purpose of Travel (conference, seminar, field trip), Method of Travel (i.e. plane, car, train)

Table with 3 columns: ESTIMATED EXPENSE, DESCRIPTION, AMOUNT. Rows include Travel, Lodging and Meals, Conference Fees, Other, and Total Estimated Expenses (maximum amount AMIDEAST can provide is \$500).

*NOTE: All approved requests received by the 10th of the month will be included with the next monthly allowance.

Please describe the relevance of this field trip/conference to your field of study and career goals:

CERTIFICATION: I certify that the above is true and correct. Student: _____ Date: _____

UNIVERSITY CERTIFICATION: Academic Advisor, Professor, or Department Head confirms that this field trip/conference is relevant to your field of study and/or is required for program completion.

Name: _____ Title: _____ Tel: _____

Signature: _____ Date: _____ E-mail: _____