



date

MEMORANDUM

TO: CREATE

FROM:

SUBJECT: Group Conference Travel

In the department of _____, we sponsor multiple students to attend a common disciplinary meeting as a group. The meeting is entitled _____ in the __location__ on __dates__. Each attending student will submit a travel funding application through the webpage.

The roster of attending students is:

The budget of expenses is below:

Budget per student:

Housing (\$/night/person)	\$
Travel mechanism	\$
Meeting Registration (Member)	\$
Meals _ day x \$30 per diem	\$
Poster printing	\$
Other: <i>Define</i>	\$
Meeting costs:	\$___ per student x ___ students

Total Requested Amount for all students: \$