



FACULTY RESEARCH MENTOR APPROVAL

Signature below indicates the Faculty Research Mentor authorized the student below to submit an ***ACT on IDEAs Student Travel Fund Request Form*** and participate at a local, regional, state, national and/or international conference related to the guided research.

STUDENT ID: _____

_____	_____	_____	_____
Student (printed)	Department	Student Signature	Date
_____	_____	_____	_____
Faculty Research Mentor (printed)	Department	Faculty Signature	Date
_____	_____	_____	_____
College Dean (printed)	College	Dean Signature	Date

Reimbursement Procedure:

During the conference:

Students must save all receipts from travel (airfare, taxi, gas, registration, meals, lodging, etc.).

Upon return:

On/before one month from return of travel, students are required to submit a 1-2 page report with the following information:

1. A description of how attendance at the conference enhanced academic, research and personal development.
2. A detailed expense report itemizing all expenses incurred (i.e. transportation, food, lodging, etc.).
3. Original receipts should be attached and submitted to the ACT on IDEAs office (KL 419H).

Funds will be deposited to Students TAMIU Bank Mobile Account.

Failure to submit items 1-2 upon return from travel will result in ineligibility for future funding (for one academic year) from ACT on IDEAs.