

# MARCU\*-STAR PROGRAM

## Student Travel Request Form

Please complete this form and return it to the MBRS Program Office PS 510 with other information such as: registration forms, name of hotel and phone number, and/or housing office name and phone number, etc. It is also a good idea to photocopy, for your records, all the travel request forms that you send to me.

The MBRS Program will try to fund as much student travel as possible by using the most economical airfare and hotel accommodations. If there are circumstances that require the use of a particular airline or hotel, please explain below and we will accommodate your group as best as possible. If you have any questions, call me at X3-2395. Thank you.

Student's Name: \_\_\_\_\_ P.I: \_\_\_\_\_

Name of Meeting and/or Association \_\_\_\_\_

Date and Time: Departure \_\_\_\_\_ Return: \_\_\_\_\_

Are you (check all that apply):  presenting paper/poster  co-author  observer

Dates of Meeting: \_\_\_\_\_ City: \_\_\_\_\_

**Registration and Forms:** Please attach your completed registration forms to this memo. If there are other forms necessary for this trip, attach them as well.

Other MBRS-RISE Students traveling to this meeting: \_\_\_\_\_

Signature of P.I. Authorizing Travel: \_\_\_\_\_

The MBRS Program office will contact your instructors to notify them that you will miss some class time, also inform your instructors about your travel plans as early as possible. Please list your courses and instructors to be contacted:

Instructor Name	Course Number	Department

FAX OR MAIL TO: Lisa Bautista  
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