

Syracuse University Department of Biology  
The Robert and Susan Hallenbeck Graduate Student Travel Award

REQUEST FORM

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PART I: STUDENT must complete this section:

Name: \_\_\_\_\_ SUID #: \_\_\_\_\_

Degree Sought: \_\_\_\_\_ Advisor: \_\_\_\_\_ # of Years in Residence: \_\_\_\_\_

E-mail: \_\_\_\_\_ Campus Phone #: \_\_\_\_\_

Conference Name and Location: \_\_\_\_\_

Conference Date(s): \_\_\_\_\_

Presentation Type (poster, talk, invited): \_\_\_\_\_

Presentation Title: \_\_\_\_\_

Estimated total expenses: ( Travel: \$ \_\_\_\_\_ Lodging: \$ \_\_\_\_\_ Food: \$ \_\_\_\_\_ Registration: \$ \_\_\_\_\_ ) = Total: \$ \_\_\_\_\_

Estimate other sources of support (amount and source if known): \$ \_\_\_\_\_

\* Check with the conference you are attending to see if funds are available.

\* Apply for travel grant from GSO: <http://gradorg.syr.edu/travel-grant>



I agree to write a personal thank-you letter to the travel fund donors—Robert and Susan Hallenbeck—within 4 weeks after my return date from the conference.

I hereby certify that the information I have provided on this form is accurate to the best of my knowledge.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

Please note: If approved, receipts must be provided after traveling and within 60 days of the conference.

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PART II: ADVISOR must complete this section and initial:

Advisor Financial Support: \$ \_\_\_\_\_ Source of Funding: \_\_\_\_\_ Initials: \_\_\_\_\_

Student: After this section is completed by your advisor, submit form to the Graduate Academic Support Coordinator (Sarah Hartmann, [biograd@syr.edu](mailto:biograd@syr.edu)) with proof from meeting organizers that your presentation has been accepted.

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PART III: DEPARTMENT APPROVAL

Amount Awarded : \$ \_\_\_\_\_  
(maximum \$500)

Approved by: \_\_\_\_\_

Graduate Academic Support Coordinator

\_\_\_\_\_  
Date