



Travel Request Form for Samsi Postdoctoral Fellows

Name:

Date submitted:

Samsi Administrative mentor:

- I. Current balance in your travel budget*:
- II. Conference Title, Dates, Place (along with website):
- III. Dates of Travel:
- IV. Are you presenting a talk/poster? Y/N
If yes, enlist the following:
 - a. Title of presentation:
 - b. Abstract of presentation (optional):

If no, describe the purpose of your trip:
- V. Estimated cost of:
 - a. Airfare (e.g., use expedia.com):
 - b. Ground transportation (e.g., parking, shuttle, taxi, etc.):
 - c. Hotel Accommodation (e.g., use conference hotel rates):
 - d. Conference Registration Fee (include website):
 - e. Meals & Incidental Expenses (use www.gsa.gov, for those meals that are not covered by the conference):
 - f. Total estimated cost of the trip:
- VI. Estimated balance after the conference (V(f) - I):

Submit completed form (preferably in PDF format) to dir@samsi.info with Cc to rita@samsi.info at least four weeks prior to the travel date.

**Recall that each Samsi postdoc is allocated up to \$5,000 towards travel in first year (e.g., Aug 1, 2017 – July 31, 2018)*