



## **Travel Request Form for SAMSII Postdoctoral Fellows**

**Name:**

**Date submitted:**

**SAMSII 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](http://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](mailto:dir@samsi.info) with Cc to [rita@samsi.info](mailto:rita@samsi.info) at least four weeks prior to the travel date.*

*\*Recall that each SAMSII postdoc is allocated up to \$5,000 towards travel for each year (e.g., Aug 1, 2018 – July 31, 2019)*