

COLLEGE OF SCIENCE AND TECHNOLOGY  
FACULTY MENTOR SUMMARY FORM  
FOR TRAVEL REQUEST  
DRAFT

A student requesting funding to attend a meeting should complete the Student Travel Request Form and submit it to the faculty mentor. The faculty mentor will complete the Faculty Mentor Summary Request Form, which includes information for all students attending the meeting, have the Chair sign the form and forward both the Faculty Mentor Summary Form and the Student Travel Form(s) to the Dean. These forms should be submitted at least four weeks in advance of the meeting. These forms are an addition to, and not a substitute for, University Travel Request Forms.

Date \_\_\_\_\_

Faculty Mentor's Name \_\_\_\_\_ Campus Phone Extension \_\_\_\_\_  
As faculty mentor, I \_\_\_\_\_ am \_\_\_\_\_ am not attending the meeting with the student(s).

Name(s) of Student(s) and Other Faculty Member(s) attending the meeting:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Name of Event For Which Funding Is Requested: \_\_\_\_\_

Date of Event: From \_\_\_\_\_ To \_\_\_\_\_

Location of Event: \_\_\_\_\_

Other Information That Can Enhance The Student's Ability to Receive Travel Support:

\_\_\_\_\_

Amount of Funding Requested For All Students: \$ \_\_\_\_\_

Signatures:

\_\_\_\_\_  
Faculty Mentor

\_\_\_\_\_  
Department Chair

\_\_\_\_\_  
Diana I. Martinez, Ph.D., Dean