

**NIS UNDERGRADUATE STUDENT TRAVEL FUNDS REQUEST FORM**  
**67th Joint Annual Meeting of the NIS/BKX**  
*Hosted by Dillard University and Southern University @ New Orleans*  
**Hilton New Orleans Riverside Hotel**  
**New Orleans, Louisiana**  
**March 24 – 28, 2010**

**UNDERGRADUATE STUDENT TRAVEL FUNDS REQUEST FORM**

\_\_\_\_\_  
 Name of Institution/School

\_\_\_\_\_  
 \*Sponsor Name (Last) (First) (MI)

**Sponsor Mailing Address**

\_\_\_\_\_  
 Street Address

\_\_\_\_\_  
 City State Zip Country

\_\_\_\_\_  
 Telephone Fax

\_\_\_\_\_  
 E-mail:

**TRAVEL AWARD Mailing Address [where Student Travel Award should be sent if other than above designated address]**

\_\_\_\_\_  
 Street Address

\_\_\_\_\_  
 City State Zip Country

**ALLOCATION REQUEST**

**Number of Undergraduate Students To Attend Conference:** \_\_\_\_\_

**Number of Undergrad Student Presenters: Poster** \_\_\_ **Paper** \_\_\_

**Amount Requested for Student Lodging (No Meals)**  
**(Lodging 2 Students/Room)** \$ \_\_\_\_\_

**Mode of Student Transportation to Meeting (check one)**

**Air** **Bus** **Train** **Other (specify)** \_\_\_\_\_ \$ \_\_\_\_\_

**TOTAL AMOUNT OF STUDENT TRAVEL REQUESTED:**  
 \$ \_\_\_\_\_

**PLEASE ATTACH LIST OF NAMES (and specify GENDER) OF STUDENTS WHO WILL BE ATTENDING. Application will not be processed without it.**

**REQUEST DUE DATE**

All Requests should be received by the NIS Travel Office **no later than February 15, 2010.**

**STUDENT TRAVEL AWARD REQUEST FORM AND LIST OF NAMES SHOULD BE FAXED, E-MAILED or MAILED TO:**

Dr. Carolyn Cousin  
 Department of Biological and Environmental Sciences  
 University of the District of Columbia  
 4200 Connecticut Ave., NW  
 Bldg. 44, Room 200-07  
 Washington, DC 20008  
 (202) 274-5874 (phone)  
 ATTN: Anita Taylor  
 NIS TRAVEL  
 (202) 274-5773 (fax)  
 e-mail: taylorac09@gmail.com

**(Note:** Travel funds request will not be processed without accompanying list of student names. List may be sent via e-mail to: Anita Taylor at taylorac09@gmail.com

**\*\*\*\* NOTE TO ALL \*\*\*\***  
**Travel awardees (students and faculty) are required to attend various workshops and lectures. Funds are granted with the stipulation that awardees stay the entire 4 days of the meeting unless extenuating circumstances with prior notification and approval of the NIS Office.**  
**\*Sponsor in this section refers to the person who will be taking the responsibility of making the students travel arrangements, seeing that all student bills incurred on this travel are paid, and is the contact person for student travel to this meeting.**

**NIS FACULTY TRAVEL AWARD REQUEST FORM**  
**67th Joint Annual Meeting of the NIS/BKX**  
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**New Orleans, Louisiana**  
**March 24 – 28, 2010**

**NIS FACULTY TRAVEL AWARD REQUEST FORM**

Name of Institution/School

**\*\*Sponsor 1**

\*Sponsor Name (Last) (First) (MI)

**Sponsor 1 Mailing Address**

Street Address

City State Zip Country

Telephone Fax

E-mail

**\*\*Sponsor 2**

Sponsor Name (Last) (First) (MI)

**Sponsor 2 Mailing Address**

Street Address

City State Zip Country

Telephone Fax

E-mail

**THE NIS FUNDS A MAXIMUM OF TWO \$500 FACULTY AWARDS PER SCHOOL.**

**\*\*\*\*If a faculty sponsor receives an award, but does not attend the meeting, the travel award (funds) must be returned to the NIS within 10 business days after the meeting (by April 9, 2010).**

**PLEASE FAX THIS FORM ALONG WITH THE SCHOOL'S STUDENT TRAVEL REQUEST FORM AND STUDENT NAMES LIST.**

**REQUEST DUE DATE**

All Requests should be received by the NIS Travel Office **no later than February 15, 2010.**

**FACULTY TRAVEL AWARD REQUEST FORM : FAX, E-MAIL or MAIL TO:**

Dr. Carolyn Cousin  
Department of Biological and Environmental Sciences  
University of the District of Columbia  
4200 Connecticut Ave., NW  
Bldg. 44, Room 200-07  
Washington, DC 20008  
ATTN: Anita Taylor  
NIS TRAVEL  
(202) 274-5773 (fax)  
e-mail: taylorac09@gmail.com

**\*\* NOTE TO FACULTY \*\***

**Travel awardees (students and faculty) are required to attend workshops and lectures. Funds are granted with the understanding that awardees stay the entire 4 days of the meeting, unless extenuating circumstances with prior notification and approval of the NIS Office.**

**\*Sponsor 1 refers to the person who will be taking the responsibility of making student(s) travel arrangements, seeing that all student(s) bills incurred on this travel are paid, and/or is the institutions contact person for student travel to this meeting. If applicable, an additional faculty member (\*\*Sponsor 2) will receive a NIS Faculty Award. Granting of second faculty award dependent upon the number of students from the institution attending and/or presenting at the meeting and is at the discretion of the NIS.**

**NIS GRADUATE STUDENT TRAVEL FUNDS REQUEST FORM**  
**67th Joint Annual Meeting of the NIS/BKX**  
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*New Orleans, Louisiana*  
**March 24 – 28, 2010**

**Presenting in [please check one] Grad. Session A  Grad. Session B**   
 [PLEASE PRINT LEGIBLY]

Name (Last) (First) (MI)

Name of Institution/School

**\* Mentor/Sponsor's Name** (Last) (First) (MI)

**Mentor/Sponsor Mailing Address**

Street Address

City State Zip Country

Telephone Fax

E-mail

**TRAVEL AWARD Mailing Address [where Student Travel Award should be sent if other than to Mentor's address]**

Street Address

City State Zip Country

Telephone Fax

E-mail

**ALLOCATION REQUEST**

**Amount Requested for Student Lodging (No Meals)**

Grad Session A (Lodging 2 students/room\*) \$ \_\_\_\_\_

**Mode of Student Transportation to Meeting and Total Cost (check one)**  
 [For lone traveler only; not traveling with a school group]

Air  Bus  Train  Private Car (@ 0.45 per mile)  \$ \_\_\_\_\_

**TOTAL AMT. GRAD STUDENT TRAVEL REQUESTED** \$ \_\_\_\_\_

**REQUEST DUE DATE**  
 All Requests should be received by the NIS Travel Office **no later than February 15, 2010.**

**GRAD. STUDENT TRAVEL AWARD REQUEST FORM: FAX, E-MAIL or MAIL TO:**

Dr. Carolyn Cousin  
 Department of Biological and Environmental Sciences  
 University of the District of Columbia  
 4200 Connecticut Ave., NW  
 Bldg. 44, Room 200-07  
 Washington, DC 20008  
 (202) 274-5874  
 ATTN: Anita Taylor  
 NIS Travel  
 (202) 274-5773 (fax)  
 e-mail: taylorac09@gmail.com

**\*\*\*\* NOTE TO ALL \*\*\*\***  
**Travel awardees (students and faculty) are required to attend various workshops and lectures. Funds are granted with the stipulation that awardees stay the entire 4 days of the meeting unless extenuating circumstances with prior notification and approval of the NIS Office.**

**\*Sponsor in this section refers to the person who will be taking the responsibility of making the students travel arrangements, seeing that all student bills incurred on this travel are paid, and is the contact person for student travel to this meeting.**

**REMINDER: Please check session you will be presenting in and send this form with completed 2010 STUDENT PROFILE form.**

*67th Joint Annual Meeting of the NIS/BKX  
Hosted by Dillard University and Southern University @ New Orleans  
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March 24 – 28, 2010*

**PLEASE LIST NAMES OF STUDENTS WHO WILL BE ATTENDING. Application will not be processed without it. FAX or E-Mail list along with Travel Request Forms(s) to : [202-274-5773 (Fax) or taylorac@gmail.com ]**

**College/University** \_\_\_\_\_

**Faculty Sponsor(s)** \_\_\_\_\_  
\_\_\_\_\_

**Student Attendees**

NAME			GENDER		PRESENTING		
Last	First	MI	Male (M)	Female (F)	Oral (O)	Poster (P)	Not (N)