

**Application for Domestic Air Travel Award**

*(Requests must be submitted at least 45 days prior to departure date)*

***IMPORTANT:*** *Travel arrangements for this award can only be made by the CARES Staff. Should you make arrangements, reimbursement will not be possible. Luggage fees, if any, are not covered with this award.*

Date of Request:

Name (First, MI, Last):

Title:

Phone:       Email:

Supervisor / Principal Investigator:

Meeting/Event Name:

Location:

Dates:

**Reason for attendance (Check all that apply):**

[ ]  Keynote Speaker [ ]  Poster Presenter [ ]  Committee Member

[ ]  Speaker [ ]  Presenter [ ]  Attendee [ ]  Other

**Additional information for non-PI applicants:**

*Please indicate your current employer, position, number of years in position, and research area or mentor.*

**Justification for support:**

*Please include a statement regarding the relevance of this travel to your current or proposed research activities. Also include information on the funding source (CARES account, VA, University, personal etc.) to be used to cover the additional expenses (hotel, per diem, etc.) for this trip.*

**Supervisor Signature:**