

# Conference travel request form

## **PRA Burden Statement**

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**OMB Control Number:** 0648-0568

**Expires:** 05-31-2026

## **Privacy Act Statement**

**Authority:** The collection of this information is authorized by section 4001 of the America COMPETES Act (Pub. Law 110-69).

**Purpose:** NOAA's Office of Education collects contact information and associated background information of undergraduate and graduate students, as well as recent graduates, for the purpose of tracking scholarship recipients' academic progress, making annual financial awards, and tracking graduate studies and career progress.

**NOAA Routine Uses:** In accordance with the Privacy Act of 1974, as amended, 5 U.S.C. 552a(e)(4) and (11), the Department of Commerce proposes to collect this information for the purposes of evaluating scholarship applicants and for determining educational and professional attainment of NOAA education program participants following graduation. This includes disclosure to other Federal agencies or contractors of the Department of Commerce as needed. Maintenance and disclosure of this information is subject to the routine uses identified in the Privacy Act System of Records Notice entitled "COMMERCE/NOAA-14 Dr. Nancy Foster Scholarship Program; Office of Education, Educational Partnership Program (EPP); Ernest F. Hollings Undergraduate Scholarship Program and National Marine Fisheries Service Recruitment, Training, and Research Program".

**Disclosure:** Furnishing this information is voluntary.

1. Your email
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Before filling out this form, please review the criteria below and make sure you are prepared with the necessary information.

- [Eligibility for conference support](#)
- [What is included in conference support](#)
- [Documents you need for conference approval](#)

2. Scholar name (First Last)

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3. Hollings scholar class of ...

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4. Cell phone

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5. Emergency contact (name, phone)

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6. Conference name

Please include name and recognizable acronym (e.g., American Meteorological Society Annual Meeting (AMS))

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7. Conference website

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8. Conference location (city, state)

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9. Conference dates

Must occur BEFORE April 30

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10. Title of your abstract

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11. Mentor name

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12. Upload all items (separate files or combined into one PDF):

1. Abstract submitted to conference.
2. Proof of mentor abstract approval.
3. Copy of the abstract acceptance notification from the conference.

Files submitted:

13. Is there any additional information that will help us understand your travel request?

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Travel and reimbursables

14. Travel start date

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*Example: January 7, 2019*

15. Travel end date

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*Example: January 7, 2019*

16. Method of transportation

If you drive a personal vehicle, you will only be reimbursed for mileage, parking, and tolls up to the cost of a flight ticket.

*Mark only one oval.*

Flight

Personal vehicle

Train or bus

Other:

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17. Conference hotel information

- 1. Name of the hotel
- 2. Hotel address
- 3. Hotel telephone number
- 4. Nightly rate

You must choose the reduced rate hotel block available through the conference unless there are no more rooms available.

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18. Have you already booked your hotel room?

If yes, you will need to transfer the reservation to GMG once approved.

*Mark only one oval.*

Yes

No

For each reimbursable expense below, enter the amount or N/A if it is not applicable

19. Registration fee

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20. Membership fee

Only reimbursable if it reduces the registration fee by the same cost as membership or more.

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21. Abstract submission fee

*Mark only one oval.*

Option 1

22. Poster

- If you need to print a poster what is the cost (reimbursement allowed up to \$70)?
  - If you have already printed a poster for Symposium or another conference, you must justify the need for another printed poster below.
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23. What other reimbursables do you anticipate will apply to you?

Details on what costs are [reimbursable](#)

- If you are taking a personal vehicle, you are only eligible for reimbursement up to a comparable roundtrip flight.
- Note: Optional conference events (e.g., social events, field trips) are not reimbursable.

*Check all that apply.*

- Checked bag
- Shuttle, rideshare, taxi, ferry, etc. (to/from airport; between hotel and conference if you
- are located far away, have limitations, or there is severe weather. Reimbursable between
- hotel and conference site only.)
- Mileage (Taking a personal vehicle to airport, station, or destination)
- Tolls (Driving a personal vehicle to airport, station, or destination)
- Parking (Driving a personal vehicle to airport, station, or destination)
- Other: \_\_\_\_\_

Flight or train/bus options

24. **Flight preference 1:** Please copy and paste the text below into the answer box and replace each [bracketed] blank with your choice.

FROM [Home or school airport] TO [Destination Airport] ON [Date]. Prefer [morning/afternoon] flight.

RETURN FROM [Destination Airport] TO [home or school airport] ON [Date]. Prefer [morning/afternoon] flight.

If you are taking a train, replace "flight" and airport" with "trip" and "station" as appropriate.

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25. **Flight preference 2:** Please copy and paste the text below into the answer box and replace each [bracketed] blank with your choice.

FROM [Home or school airport] TO [Destination Airport] ON [Date]. Prefer [morning/afternoon] flight.

RETURN FROM [Destination Airport] TO [home or school airport] ON [Date]. Prefer [morning/afternoon] flight.

If you are taking a train, replace "flight" and airport" with "trip" and "station" as appropriate.

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