

ISA Travel Assistance Application

STUDENT INFORMATION			
Name:			
Legal Name (if different):			
Current Address:			Current Cell Phone:
CONFERENCE/CONVENTION INFORMATION			
Conference Name:			
Conference Web Site:			
Location:			
Dates of Event: (Please provide schedule)			
Presenting? Y or N	Will this trip involve any personal travel days? Y or N		
If not presenting, please provide a letter of support from your PI. This would be a brief statement explaining why this event would be beneficial to the student, as well as the acceptance letter. These responses should be emailed to ui-isa@uiowa.edu			
REQUESTED FINANCIAL ASSISTANCE			
Expense	ISA Request	Other Financial Assistance (other department, scholarship, awards, etc)	
Conference Reg			
Hotel			
Transportation			
Other			
SCHEDULING/TRANSPORTATION - Airport transfer information. If approved, flight purchase instructions will follow			
Getting to the airport - with friends? Taxi? Car?			
Expected departure date			
Expected return date			
TRAVEL ARRANGEMENTS AND LODGING			
If traveling with other students and would like to coordinate schedules– please provide their names and who will be making their travel arrangements. We will do our best to accommodate – but this is not guaranteed. Hotel costs split evenly between all guests.			
Student Name	Traveling with	Sharing Room	If known, provide staff person assisting with their travel
EXCUSE LETTER FOR PROFESSORS			
You are responsible for discussing this with your professors in advance and making arrangements for missed work.			
Course	Professor		Dates you will miss