



SAM HOUSTON STATE UNIVERSITY
COLLEGE OF CRIMINAL JUSTICE
TRAVEL RESEARCH INCENTIVE PROGRAM (TRIP)

UNDERGRADUATE STUDENT TRAVEL REQUEST FORM

Date: _____ SAM ID# _____
 Name: _____ Classification: _____
 Current Address: _____
 Faculty Sponsor: _____
 Department: _____
 Event Name: _____ Event Location: _____
 Event Dates: _____
 Beginning Travel Date: _____ Ending Travel Date: _____

Purpose of Trip: (Please include statement for the purpose of travel including how the trip will benefit the College and SHSU)

Estimate of Costs:	
Registration Fee:	\$ _____
Transportation:	\$ _____
Air Fare:	\$ _____
Hotel:	\$ _____
Total Estimate of Reimbursement:	\$ _____

_____ Student Signature	_____ Date
_____ Faculty Sponsor Signature	_____ Date
_____ Chair/Dept. Signature	_____ Date

Maximum in-state award is \$500. Maximum out-of-state award is \$1,000.
LIMITED TO \$1,000 PER STUDENT PER ACADEMIC YEAR

Office Use Only:

Fund: _____ Org: _____ Prog: _____

PLEASE SUBMIT APPLICATION PACKET TO CJACADEMICS@SHSU.EDU