Student Travel Funds Application
Department of Mathematics, Harvey Mudd College

The HMC Mathematics Department student travel funds are typically awarded through the Kenneth and Diana Jonsson Travel Funds. These funds are meant primarily to support math students working with an HMC Mathematics faculty member to present research at math conferences.

Please answer the following questions (please print your answers):

First and Last Name ____

Email Address ____

Major ______________________________

Year at HMC (freshman, sophomore, junior , or senior) ________________________________

Please list the HMC Math Professor(s) with whom you are working with and who has approved this request ____

Name of the conference you would like to attend ___________________________________
_________________________ Dates ____

Location (City, State, Country) ____

If you have previously received funding from the Mathematics Department to attend a conference, please list the conference name, dates of travel and amount awarded. ____________________
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Will you be presenting a poster or talk? ____

Poster or talk title (if presenting)?
____
____

If you are presenting, where and with whom did you conduct the research? ___________
____

Why do you want to attend this conference and how will attending benefit you?
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____

Would you like to add anything else (like, attending with a fellow Mudd student)?

Complete the following budget estimate for the Conference that you want to attend. State all reasonable and expected expenses.

Cost of Conference Registration	$__________
Cost for Airfare**	$__________
Cost for Ground Transportation**	$__________
Cost for Lodging**	$__________
Meals (if the conference isn't covering this expense)	$ __________
Minus funding from other sources (REU, Leeds Travel, Grants)	$__________
GRAND TOTAL	$__________

Tips on How to Complete the Budget

Use the following tips to help you complete your travel budget accurately and efficiently. Keep all receipts and confirmations for reimbursement. Plan ahead to minimize costs and ensure a smooth experience before, during, and after the conference.

1. Flights

• Research available airline options and select the most affordable coach flight that fits your schedule.
• Keep all receipts and documentation for reimbursement, including:
  - Boarding passes for each flight segment
  - Baggage fee receipts, if applicable

2. Ground Transportation

• Include transportation costs to and from local airport to destination airport .
• Share an Uber or Lyft with a peer to reduce costs - if needed.
• Always obtain a receipt or confirmation for each ground transportation expense.

3. Lodging

- Visit the conference website for recommended hotels.
- Choose a hotel close to the conference venue, ideally within walking distance.
- Book a standard room for your stay.
- Keep your hotel confirmation and final itemized receipt for reimbursement.

Remember: Save and submit all receipts and confirmations for reimbursement. Accurate

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If approved your travel arrangement options are:

Option 1: You can book and pay for the travel yourself and then get reimbursed AFTER you return from the conference. In this case, please save **all** your receipts along with your boarding passes and send them to me with a copy of this email within 2 weeks of your return from the conference. Electronic receipts are acceptable, however late receipts (60 days post travel) may not be reimbursed. The department does not normally reimburse meals during conference travel, but exceptions can be made if this is a hardship and you have not reached the cap of your travel award.

Option 2: The department can purchase the ticket directly for you so that you don't have to pay for it up front. In this case, please email me with your desired flight itinerary or other travel information,

1) Name on Government ID:
2) your cell phone number:
3) Date of Birth:
4) Gender (this is required by the airline to choose one or the other):
5) Seat Preference (not guaranteed):
6) TSA Precheck #:
7) Any airline frequent flyer#:

I can book the flights, lodging, etc. using the department credit card. If you are being reimbursed from multiple sources and have expenses that will need to be shared with another organization, please make that clear BEFORE I book your flights or other travel arrangements. When you return, please provide your boarding passes and any additional ground transportation/baggage receipts for reimbursement.

Prof Adviser/Dept Chair needs to initial here ________

Which option do you want _______ Initial here_______________ Date ________________

Revised: October 2025