|  |
| --- |
| FOR OFFICE USE: |
| *Attendees* |  | Presenters |  |  |
|  | AMOUNT |  |
| * Housing ($45x

$45x | night/s) |  |  |
| * Meals ($18x

$18x | day/s) |  |  |
| * Transportation
 |  |  |
| * Registration
 |  |  |
|  | TOTAL (eligible expenses) |  |  |
|  |
|  | MAX AWARD ALLOWED |  |  |
|  |



**Graduate Professional Travel Grant**

**APPLICATION**

*Please review Graduate School Professional Travel Funds Guidelines before completing this application.*

|  |
| --- |
| APPLICANT INFORMATION |
| Student Name |  |
| Address |  |  | City, State Zip |  |
| Email |  |  | Cell # |  |
|  |
| * Have you received other funding from Graduate Studies (check one)?
 |  | Yes |  | No |
| If Yes, please indicate the amount, date, and funding purpose: |  |
|  |
| CONFERENCE INFORMATION |
| Academic Department |  |  | Graduate Program |  |
|  |
| Graduate Faculty Sponsor |  |
| Full Name of Conference |  |
| Dates of Travel |  |  | Conference Location (City/State) |  |
|  |
| * Indicate whether this application is for an individual or a group of students (attending the same conference)
 |
|  |
|  |  | Individual application |  | Group application *(page 2 must be completed)* |
|  |  |
| * Indicate number of conference presenters and/or attendees included in this grant application.
 |
|  |  | Number of conference PRESENTERS |  | Number of conference ATTENDEES *(individuals not presenting)* |
|  |
| TRAVEL BUDGET SUMMARY (indicate estimated travel expenses per person) |
|  | *Eligible expenses (per SUFAC guidelines)* | *Estimated cost per person* | *Comments/description (optional)* |
|  | Transportation | $ |  |  |
|  | Registration | $ |  |  |
|  | Housing per person (limited to $45/night) | $ |  |  |
|  | Meals per person (limited to $18/day) | $ |  |  |
|  | TOTAL | $ |  |  |
|  |
| CERTIFICATIONS |
| I certify that all of the above information is correct to the best of my knowledge. I acknowledge that the student/s is/are enrolled (and in good academic standing) in a graduate program at UWL. If approved for funds, I acknowledge that in order to receive reimbursement, I must work with my program’s ADA to request reimbursement and submit supporting documents within 15 days of conference completion. I also understand that as a requirement of accepting Professional Travel Grant Funds, I must share knowledge/materials gained from the experience with students, faculty, and/or staff at UWL. |
| Student Signature |  | Date |  |
| Graduate Faculty Sponsor Signature |  | Date |  |
|  |
|  |
| APPLICATION REQUIREMENTS *(incomplete applications will not be processed)* |
|  | Applications for **PRESENTERS** must include: |  | Applications for **ATTENDEES** (not presenting) must include: |
|  | * Conference flyer or conference schedule from website
 |  | * Conference flyer or conference schedule from website
 |
|  | * Abstract of proposal for presentation
 |  |  |
|  | * Letter of acceptance (can be submitted at later date)
 |  |  |

**Graduate Professional Travel Grant - Additional form for group application**

*If you are attending with a group, additional attendees/presenters must review*

*Graduate Professional Travel Funds Guidelines and complete/sign the information below.*

|  |
| --- |
| ADDITIONAL APPLICANT CERTIFICATION  |
|  | STUDENT NAME | SIGNATURE | UWL EMAIL | STUDENT ID# | PRESENTORY or N |
| 1 |  |  |  |  |  |
| 2 |  |  |  |  |  |
| 3 |  |  |  |  |  |
| 4 |  |  |  |  |  |
| 5 |  |  |  |  |  |
| 6 |  |  |  |  |  |
| 7 |  |  |  |  |  |
| 8 |  |  |  |  |  |
| 9 |  |  |  |  |  |
| 10 |  |  |  |  |  |
| 11 |  |  |  |  |  |
| 12 |  |  |  |  |  |
| 13 |  |  |  |  |  |
| 14 |  |  |  |  |  |
| 15 |  |  |  |  |  |

|  |
| --- |
| CERTIFICATIONS |
| I certify that all of the above information is correct to the best of my knowledge. I acknowledge that I am enrolled (and in good academic standing) in a graduate program at UWL. If approved for funds, I acknowledge that in order to receive reimbursement, I must work with my program’s ADA to request reimbursement and submit supporting documents within 15 days of conference completion. I also understand that as a requirement of accepting Professional Travel Grant Funds, I must share knowledge/materials gained from the experience with students, faculty, and/or staff at UWL. |