**Graduate Student Travel Award Application**

**Guidelines**

1. Travel support may be allocated once per fiscal year (July through June) per individual. These funds are provided by UC Davis Air Quality Research Center and the California Air Resources Board.
2. Requests must be received at least 45 days prior to the conference start in order to be considered. Late applications are given lower priority.
3. Travel Award request forms must be accompanied by the following:
	1. One page summary of the following: Why you are interested in attending, how the conference relates to your thesis topic, and what you hope to gain from attendance.
	2. Documentation of enrollment in a university with a thesis related to the conference topics.
	3. Budget (see worksheet on the next page).
4. Submit completed forms to <airqualityevents@ucdavis.edu>
5. Upon completion of attendance, student must provide a one-page description of their conference experience and provide receipts for pre-approved expense reimbursements.
6. Questions regarding travel award should be directed to <airqualityevents@ucdavis.edu>

**Application Information**

Last Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ First Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

University: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Graduation Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Major: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Thesis Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Faculty Mentor’s Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Department: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Faculty Mentor’s Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Conference Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Year: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Dates Attending \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Proposed Budget**

|  |  |  |
| --- | --- | --- |
|  | **Total Cost** | **Reimbursement Amount Requested** |
| Conference Registration |  |  |
| Lodging ($\_\_\_\_\_ per night x \_\_\_\_\_\_\_ nights) |  |  |
| Airfare |  |  |
| Ground Transportation |  |  |
| * Rental Car ($\_\_\_\_) & Gas ($\_\_\_\_\_)
 |  |  |
| * Ground Transportation ($\_\_\_\_\_\_\_)
 |  |  |
| * Mileage for personal vehicle (\_\_\_\_\_miles x $0.54/mile)
 |  |  |
| Other (Please specify): |  |  |
| **Proposed Total** |  |  |

Please indicate the amount of other sources of proposed/confirmed funding you may be awarded for each category.

$\_\_\_\_\_\_\_\_ Student Government Association

$\_\_\_\_\_\_\_\_ College or Department

$\_\_\_\_\_\_\_\_ Grant Money

$\_\_\_\_\_\_\_\_ Other (Please Specify) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

$\_\_\_\_\_\_\_\_ Total Amount of other funding

**Applicant Statement (Initial each statement)**

\_\_\_\_\_\_\_ I Understand that the total funding received from all sources may not exceed my total expenses for travel.

\_\_\_\_\_\_\_ I understand that I must provide a description of the experience to conference managers sharing my experience with future applicants.

I have enclosed the following documents (Initial each statement)

\_\_\_\_\_\_\_ One-page Interest Summary

\_\_\_\_\_\_\_ Documentation of University of enrollment

\_\_\_\_\_\_\_ This completed application form, including a budget

Applicant Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

I, this student’s faculty mentor, support the above-mentioned student travel award. The student has showed interest in the conference material, has the necessary background to follow conference topics, and is a student in good standing at the university.

Faculty Mentor Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Committee Action: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_