UCDAVIS
AIR QUALITY RESEARCH CENTER

Date Received_____

Travel Support Award Application

Guidelines

1. Travel support may only be granted to a person once every two years.
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. Upon completion of attendance, award recipients must provide a one-paragraph description of their conference experience and provide receipts for pre-approved expense reimbursements.
4. Questions regarding travel award should be directed to <airqualityevents@ucdavis.edu>

Applicant Information

Last Name: _____   First Name: _____

Organization: _____   Position: _____

Conference Attendee Position: _____

Email Address: _____   Phone Number: _____

Justification for Support, Please also share any additional funding you will be receiving:

_____
_____
_____

Proposed Budget

	Total Cost	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		

Signature/E-Signature: _____   Date: _____

Committee Action: _____   Date: _____

Updated 4/6/2017