

School of Natural Resources and Environment

A university-wide program in ecology, environmental science, and sustainability

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Date:

Dear

I am pleased to inform you that **you have been awarded an SNRE Travel Grant in the amount of \$250**. Please read the instructions below, initial each item confirming agreement to award terms, and return the form to me. Failure to follow these instructions will result in forfeiture of your award.

RMD This grant may only be used to reimburse expenses that are paid using personal funds (no P-card charges, reward miles, etc.). To receive funds, follow the instructions outlined below and in the UF Travel Guide http://www.che.ufl.edu/PDF/Travel/Travel_Guide.pdf.

RMD **Inform your home department** and any other UF entity handling your travel funding that you have received an SNRE travel award and provide them with a copy of this letter. SNRE can provide chartfield information when appropriate.

RMD **Email Kirsten Hecht** (snre@ifas.ufl.edu) at least one month prior to your departure to schedule a time to discuss your travel. Please inform her of **ANY** other travel funds (including research grants), and let her know if you do not have direct deposit set up.

RMD As a condition of the SNRE Travel Grant, you are required to **apply for matching funds** by applying to the IFAS Travel Grant Program.

RMD **International travel:** UF requires students to register all UF business related international travel with the UF International Center. Please follow the procedures listed on this site: <http://www.ufic.ufl.edu/travelregistration.html>

RMD Upon your return, the SNRE Graduate Student Council requests that you give a brief presentation describing the research you presented at your conference at one of the monthly meetings. One of the major goals of the SNRE Travel Grant is to help build community among SNRE students, and your presentation will help us meet this goal. **Please email me after you return to schedule this presentation.**

If you have any questions or concerns, please email me (zlotniks@ufl.edu). Congratulations again on your award, safe travels to your conference, and thank you for representing SNRE!

Sincerely,



Sam Zlotnik

Treasurer, SNRE Graduate Student Council

cc: Christy LaPlante, Kirsten Hecht