



Congratulations! In order to receive the research travel award you will need to follow these three key steps.

**1. Documentation for required payment processing: You are expected to complete the following tasks as soon as possible after the travel is concluded. Log in your original application on the following site to complete the documentation:**

- Fill out the finalized budget (expense) form
- Upload proof of financial expenditure as a single PDF including a **cover page summarizing the document and providing clarifications** as you see fit to avoid any delay in verification. Also, note the following:
  - Two key receipts are needed in order to ensure the efficient processing of your award check. These key receipt documents are: your transportation receipt, and your hotel/accommodation receipt
  - If you are claiming meal per diem, the PDF must include a page of the calculated rate of Lodging Maximums and M&IE Per Diem Allowance from: <https://uw.foxworldtravel.com/rate-calculator/>.
- If your receipts are in a foreign currency, the exchange rate and total amount in \$US must be recorded in the cover page document
- Submit the post-travel report

## **2. Document Verification**

Documents will be processed on a rolling basis. You will receive a notification if your documentation is insufficient or verified. You must always check the status of your application online. *Again, not following the important steps outlined in Step 1 will result in the delay of you receiving your award funds.*

## **3. Payment Processing & End of the Academic Year Update**

After the Accounting Office processes your payment, your award money will be disbursed. Please allow six weeks of payment processing time after your documents are verified.

**Please note because we are at the end of the academic year we are revising the way we distribute award checks. To avoid any confusion over end of the year moving/transitions, checks will be delivered to 231 Bascom (Office of Fellowships and Funding Resources) and held there. You will be notified when your check is ready**

**for pick up, or forwarding to a different address. If you are an international student with Non-Resident Alien Status, the payment will be a direct deposit to your bank account. Note that tax may be deducted from your award, depending on the treaty between the U.S. and your home country.**

Please note that students are only eligible to receive Student Research Funding once per fiscal year.

## Award Information

Recipient: Geckhong Yeo

Scholarship: Student Research Travel Grants- Research for 2018

Amount:

Accepted on: May 30, 2018 10:20 AM

To be paid out in the following installments:

Term	Amount
2018 Spring	

Payment Method: Your scholarships office will contact you with payment information

## Offer Questions and Answers

Question	Response
Do you agree to the terms and conditions detailed in the SRGC Research notification email?	Yes

The pages that follow, if any, are documents pertaining to the award.

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