



## **Travel Grant Application Checklist**

Make sure your Travel Grant Application document contains the following items:

**Statement**

**Abstract** (required if you will be presenting)

**Anticipated Budget**

**Exceptions** (if applicable)

**Letter of Acceptance** (optional)

In addition, forward the Faculty Recommender the link to the online **Letter of Recommendation**: [http://gpsc.arizona.edu/TG\\_Fac\\_Rec](http://gpsc.arizona.edu/TG_Fac_Rec)

# **Graduate and Professional Student Council Travel Grant Fund Application Coversheet**

<http://www.gpsc.arizona.edu/>

## **Personal Information (required)**

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**Last Name:**

**First Name:**

**Major** (do not use abbreviations):

**Department** (do not use abbreviations):

**Faculty Member Recommender:**

**Total Graduate Units Completed at U of A:**

**Cumulative Graduate GPA:**

## **Event Information (required):**

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**Event** (do not use abbreviations):

**Event Date(s)** (MM/DD/YYYY; e.g., 01/09/2010): From \_\_\_\_\_ to \_\_\_\_\_

**Event Location:**

## **Funding Information (required):**

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**Other Sources of Funding:**

**Total Amount Requested from GPSC Travel Fund:**

Provide your **statement** below:

**Statement**, continued:

Provide your **abstract** below:

**Abstract**, continued:

**GPSC Travel Grant Budget**

<b>Applicant Name:</b>				
<b>Conference Title:</b>	<b>Date From:</b>	<b>Date To:</b>	<b>Current Request to GPSC</b>	<b>Total Budget</b>
Airfare (a):				
Hotel (b):				
x night(s)				
Per Diem (c):				
x day(s)				
Car / Local Transportation (d):				
Conference Registration:				
Other (Specify):				
<b>TOTAL BUDGET</b>				
Funding from GPSC**				
Funding from Other Sources (include pending):				
Funding from Own Pocket				
<b>TOTAL FUNDING (Must match total budget)</b>				

**EXCEPTIONS:** Travel involving the following, regardless of the source of funding, must be explained and approved on the travel authorization form you submit to your Department (FRS Departmental Manual § 14.10, par. 12).

Long term travel status – if travel will exceed 30 days, state reason

Personal time, state reason and how long

Use of other than coach/economy travel on commercial airlines, state reason

Vehicle taken out of state (whether private, rented or state-owned), state reason

Lodging charges in excess of established policy limits, which is not designated lodging as shown on a conference brochure, state reason

\*Foreign travel, excluding Canada and Mexico, on State accounts

Private Aircraft (§14.15) state reason and contact travel

Use of chartered/rented aircraft and rented motor vehicle (§ 14.15) state reason

#### **JUSTIFICATION MEMO**



Notes:

(a) Airfare includes domestic and international flights.

(b) A maximum of **three nights** hotel stay will be covered.

(c) A maximum of **four days** will be covered. Calculated based on the US GSA current Per Diem for where you are traveling.

(d) Car travel should be calculated based on the US GSA. If renting, contact the GPSC Travel Grants Director at [gpscgrant@email.arizona.edu](mailto:gpscgrant@email.arizona.edu)

**\*\*The committee will award up to \$500.00 per student, even though the cost of attending the conference may exceed that amount.**

These and all other expenses must be in accordance with The University of Arizona guidelines for travel, available at: <http://www.fso.arizona.edu/travel.html>

Provide a **Letter of Acceptance** below, if presenting: