



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

Graduate and Professional Student Council Travel Grant Fund Application Coversheet

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

Personal Information (required)

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):

Event (do not use abbreviations):

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

Event Location:

Funding Information (required):

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

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

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

****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: