

Graduate Student Travel Award Application

Guidelines

1. Travel support may be allocated once per fiscal year (July through June) per individual. These funds are provided by UC Davis Air Quality Research Center and the California Air Resources Board.
 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. Travel Award request forms must be accompanied by the following:
 - a. One page summary of the following: Why you are interested in attending, how the conference relates to your thesis topic, and what you hope to gain from attendance.
 - b. Documentation of enrollment in a university with a thesis related to the conference topics.
 - c. Budget (see worksheet on the next page).
 4. Submit completed forms to <airqualityevents@ucdavis.edu>
 5. Upon completion of attendance, award recipients must provide the conference manager with a brief quote for the website and provide receipts for pre-approved expense reimbursements.
 6. Questions regarding travel awards should be directed to <airqualityevents@ucdavis.edu>.
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Application Information

Last Name: _____ First Name: _____

University: _____ Graduation Date: _____

Major: _____

Thesis Title: _____

Email Address: _____ Phone Number: _____

Faculty Mentor's Name: _____ Department: _____

Faculty Mentor's Email: _____

Conference Name: _____ Year: _____

Dates Attending _____

Proposed Budget

	Total Cost	Reimbursement 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		

Please indicate the amount of other sources of proposed/confirmed funding you may be awarded for each category.

\$_____ Student Government Association
 \$_____ College or Department
 \$_____ Grant Money
 \$_____ Other (Please Specify) _____
 \$_____ Total Amount of other funding

Applicant Statement (Initial each statement)

_____ I Understand that the total funding received from all sources may not exceed my total expenses for travel.
 _____ I understand that I must provide a brief description of the experience to conference managers for sharing on the website.

I have enclosed the following documents (Initial each statement)

_____ One-page Interest Summary
 _____ Documentation of University of enrollment
 _____ This completed application form, including a budget

Applicant Signature: _____ Date: _____

I, this student's faculty mentor, support the above-mentioned student travel award. The student has showed interest in the conference material, has the necessary background to follow conference topics, and is a student in good standing at the university.

Faculty Mentor Signature: _____ Date: _____

Committee Action: _____ Date: _____