

## Travel Support Award Application

### Guidelines

1. Travel support may only be granted to a person once every two years.
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. 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.
4. Questions regarding travel awards should be directed to <airqualityevents@ucdavis.edu>.

### Applicant Information

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_

Organization: \_\_\_\_\_ Position: \_\_\_\_\_

Conference Attendee Position: \_\_\_\_\_

Email Address: \_\_\_\_\_ Phone Number: \_\_\_\_\_

### Justification for Support:

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### Proposed Budget

	Total Cost	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):		
<b>Proposed Total</b>		

Signature/E-Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Committee Action: \_\_\_\_\_ Date: \_\_\_\_\_