Student Association & Geneseo Foundation TRAC Grant

GROUP MEMBER TRAVEL GRANT Application

 (Rev. May 8, 2023)

SECTION 1 • SUBMISSION INFORMATION Submit as PDF

####

#### Name

Title of Project being Presented

# Department \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Faculty Sponsor

Amount of Support Requested $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Overall GPA \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 ($1800 maximum groups of 3 or more) (2.0 minimum overall required)

Name of group member who will be submitting the rationale:

Names of additional group members applying for TRAC Grant:

**SECTION 2 • TRAVEL GRANTS BUDGET (each member must submit their own budget)**

Name of conference: (No acronyms or abbreviations)

Location of conference:

Dates of conference: Number of days: Number of nights:

**BUDget PLEASE INCLUDE ALL EXPECTED EXPENSES, EVEN IF THE TOTAL EXCEEDS $600**

|  |  |  |
| --- | --- | --- |
| **Item** | **Explanation/Description** | **Total** |
| Lodging: as calculated below. Lesser amount – actual cost or $70 per night | # nights\_\_\_\_ x $\_\_\_\_\_ per student per night | $ |
| Meals: As calculated below |  | $ |
| Shared vehicle rental expense  |  | $ |
| Auto (gas for rental or mileage) | # miles\_\_\_\_ @ $0.45 a mile | $ |
| Conference Registration |  | $ |
| Air, train, bus |  | $ |
| Tolls |  | $ |
| Parking |  | $ |
| Other (must specify in explanation) |  | $ |
|  | **TOTAL** | $ |

**Lodging Calculation:** The maximum you can receive is $70 per night. You will be reimbursed for lodging at the lesser amount (actual cost versus $70 per night.)

|  |  |  |  |
| --- | --- | --- | --- |
| Total room cost per night: $\_\_\_\_\_ | ÷ | \_\_\_\_\_# of students sharing room | $\_\_\_\_\_ Cost per student per night |

**Meal Calculation:** Meals included in conference registration should not be calculated in meal rates. Additional fees for banquets are not eligible for funding.

|  |  |  |  |
| --- | --- | --- | --- |
| \_\_\_\_# breakfast x $7= \_\_\_\_\_ | \_\_\_\_# lunches x $9=\_\_\_\_\_ | \_\_\_\_# dinner x $15=\_\_\_\_\_ | Total:\_\_\_\_\_\_\_\_\_\_Enter in meals below |

**Vehicle Rental/Shared Expense Calculator**

|  |  |  |  |
| --- | --- | --- | --- |
| Total cost of vehicle rental $\_\_\_\_\_ | ÷ | \_\_\_\_\_# of students sharing cost | $\_\_\_\_\_Cost per student (enter below) |
| Name of person who will be paying for rental: |