Student Association & Geneseo Foundation TRAC Grant

INDIVIDUAL TRAVEL GRANT Application Submit as PDF

 (Rev. May 8, 2023)

SECTION 1 • SUBMISSION INFORMATION

####

#### Name

Title of Project being presented

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

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

 (2.0 minimum overall required)

**SECTION 2 • TRAVEL GRANTS 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: |

**FACULTY SUPPORT LETTER**

Download Faculty Support Letter Form at <https://go.geneseo.edu/TRACFac>. Follow instructions on form for entering your name, saving the document and forwarding to your faculty sponsor.

Section 3 • RATIONALE – one to two pages (for specific required information website) Section 4 • confirmation

In this section, copy and paste or attach the letter or the e-mail confirming acceptance of your presentation or poster. If you have not yet received confirmation by the application deadline, note that below. If you receive your confirmation after the application deadline you can attach it to your reimbursement request along with your other receipts.