

Date Received _____

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 a one-paragraph description of their conference experience and provide receipts for pre-approved expense reimbursements.
4. Questions regarding travel award 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:

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):		
Proposed Total		

Signature/E-Signature: _____ Date: _____

Committee Action: _____ Date: _____
