

Graduate Student Council Travel Grant Application

Guidelines and Checklist

Guidelines:

GSC travel grant requests should be submitted as soon as possible; requests will be evaluated on a *first come, first served* basis. Funds are only available to students who will be presenting at a conference.

GSC grants are supplementary in nature and we encourage you to seek funding in as many places as possible. GSC travel grants will not exceed \$250.

All travel grants must be approved by the GSC travel grant committee before the conference. The GSC travel grant committee will not consider grants to reimburse expenses after you have attended the conference.

This travel grant award is taxable and you will be responsible for claiming it on your federal income tax return. The GSC is not responsible for tax counseling or advice as to how to file an income tax return.

Checklist:

For your application to be complete, you must submit the following:

1. Completed request form.
2. Budget outline of all expected expenses
3. Copy of proposal/ abstract of presentation.
4. Verification from your academic advisor that you will be attending a conference.
5. Signature of your Graduate Student Council Representative.
6. Confirmation from conference that you have been accepted to present.
7. Original receipts for conference specific expenses (to be submitted upon return from the conference.)

Your application will not be eligible if you have not completed any of the above requirements. You can find your departmental representative from our website at <http://studentorgs.vanderbilt.edu/gsc/members.php>. The Chair of the Travel Grants Committee must be notified if any of the above requirements cannot be fulfilled **before** the grant is submitted.

Any questions or concerns should be directed to Jon Ahlbin (jon.ahlbin@vanderbilt.edu), Chair of the Travel Grants Committee and President of the Graduate Student Council.

Information Form

Name : _____

SSN: _____ Today's Date : _____

Address: _____

Street

City

State

Zip

Telephone: _____ E-mail: _____

College: _____ Department: _____

Major/ Specialization: _____

Major Advisor: _____ Advisor's Telephone: _____

Conference: _____ Location: _____
Full name of conference

Date(s): _____ Type of Presentation: _____

Title of Presentation: _____

Date(s) of Presentation: _____

Budget Outline

(Please feel free to attach separate page if necessary)

Travel Expenses : (Include any air, bus, train or automotive expenses necessary for getting to and from the conference destination. Please itemize the cost of all expenses.)

Total Estimated Travel Expenses: _____

Lodging Expenses: (Include only lodging expenses incurred as a result of your direct participation in the conference. List the name of the hotel, total number of nights stayed, check-in and departure dates, and the room rate you paid per night.)

Total Estimated Lodging Expenses: _____

Meal Expenses: (Please include estimated cost of meals for conference. Note, meal expenses cannot be greater than \$25/ day.)

Total Estimated Meal Expenses: _____

Other Related Expenses: (conference registration fees, etc.)

Total Estimated Other Expenses: _____

GRAND TOTAL ESTIMATED EXPENSES: _____

Please indicate below items for which you are requesting GSC assistance: Example, airfare \$200.

Item	Amount
_____	_____
_____	_____
_____	_____

Other Assistance: From what other sources have you received (or anticipate receiving) assistance for attending this conference?

Source	Item	Amount
_____	_____	_____
_____	_____	_____

Certification

Please print and sign your name, and fill in the date in the spaces provided below to certify that you understand and accept the following.

I certify that the information I have provided herein is true and accurate to the best of my knowledge. I understand and accept that in submitting this travel request, I am only requesting assistance from the GSC and that this request is subject to review and may be denied. I understand and accept that until I receive written notification from the GSC that I have been awarded grant funds that the GSC is not responsible for funding any portion of this request. I understand and accept that the GSC will not provide monetary assistance for items that have already been covered or for which I will be compensated by another source. I understand that the funds provided in this grant are taxable and I am responsible for claiming them on my federal income tax return. I understand that to complete this application, I will need to submit original receipts and appropriate documentation that these funds were appropriately used. I understand that this request will not be processed without such documentation. If I am unable to provide adequate documentation, I will contact the Chair of the Travel Grants committee immediately.

Applicant:

Printed Name	Signature	Date
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GSC Representative:

Printed Name	Signature	Date
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Advisor:

Printed Name	Signature	Date
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