

UC – GSGA – Conference Travel Award Application

683 SSLC – ML 0193 – Ph: (513)556-6101

This is a *fill-in* PDF document. Please type in all details before printing this form. **Hand written forms will be penalized 10% of total award.** Please read all guidelines at <http://www.uc.edu/gsga> prior to submission.

Name: _____

Email Address: _____

Mailing Address: _____

Telephone: _____

Mail Location: _____

GSGA Member Group and Department Name: _____

Name of Conference: _____

Conference Location: _____

Conference Dates: _____

What did you present at the Conference? (Explain briefly if needed): _____

Please list all funding, other than GSGA, received for this conference in the section below. Put zeros in all rows if none. Taft departments must apply for TAFT funding first. Please use one TER form even if you have multiple sources of funding from UC, including GSGA. Check the GSGA website / contact the treasurer if you have any questions.

| Source Name | Amount | Comments |
|---|--------|----------|
| Department | | |
| Advisor | | |
| UC affiliated sources(like CCHMC/Taft) | | |
| Other (Please Specify Name) | | |

I certify that all the information above is correct to the best of my knowledge. **ALL SIGNATURES BELOW ARE MANDATORY.**

Department Head / Secretary Name: _____

Signature: _____

Research Advisor Name: _____

Signature: _____

Member Group Officer Authorization:

Officer Name: _____

Officer Signature: _____

Applicant Signature: _____

Date of submission of this form: _____

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LIST OF EXPENSES / RECEIPTS

Please number all receipts in the order specified below. Highlight your name and dollar amounts in ALL the receipts submitted. Provide as much explanation as necessary to avoid processing delays. Your lodging expense is the total room charges divided by the number of persons in the room. Please check <http://www.uc.edu/gsga> for more information on reimbursement coverage and rules. List only expenses claimed from GSGA.

| | Type of Expense | Amount | Comments |
|---|-----------------|--------|----------|
| 1 | | | |
| 2 | | | |
| 3 | | | |
| 4 | | | |
| 5 | | | |
| 6 | | | |
| 7 | | | |
| 8 | | | |
| | TOTAL | : | |