**SERSCA Travel Grant Application 2014/15**

**Applicant Information**

Name: Student ID#

Address:

Street City State Zip

Email: Telephone:

Name of Academic Program:

Degree Objective (Check One):

BA  BS

MA  MS MBA  MPA

EdD  Credential

Signatures:

Student Name (Print) Signature Date

Faculty Advisor/Sponsor Name (Print) Signature Date

**Presentation Information**

Presentation Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of Conference/Exhibit/Professional Event: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Event Location:

Event Date(s):

**Presentation Abstract**

|  |
| --- |
| Insert abstract – 500 word maximum. |

**Student Statement**

|  |
| --- |
| Insert statement of how the presentation topic is connected to your academic and/or professional goals – 500 word maximum. |

**Description of Student Contributions**

|  |
| --- |
| Insert description of your contributions to the project – 500 word maximum. |

**Travel Budget**

|  |  |
| --- | --- |
| **Item Description** | **Cost** |
| Registration |  |
| Transportation |  |
| Airfare/car rental |  |
| Mileage (@ $0.56 per mile) |  |
| Taxis/local transportation |  |
| Lodging |  |
| Per Diem Meals  (see instructions below) |  |
| Presentation Materials |  |
|  |  |
| **TOTAL REQUESTED**  (not to exceed $1,000) |  |

Per Diem Meals

Based on University policy, meals are reimbursed at the current per diem rate of $55 when travel includes an overnight stay. The following table responds to some frequently asked questions regarding meal reimbursements.

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Breakfast** | **Lunch** | **Dinner** |
| **With an overnight stay** | Reimbursable | Reimbursable | Reimbursable |
| **Less than 12 hours** | Reimbursable if travel begins 2 hours before regular work hours. | Not reimbursable unless there is a specific business purpose. | Reimbursable if travel ends 2 hours after regular work hours. |