Graduate Student Association

Travel Award Application Checklist

Use this sheet to guide your Travel Award Application.

FOR EVENTS TAKING PLACE IN THE FUTURE

Provide hard copies of the following:

\_\_\_Application

\_\_\_Conference/Event Information (1st page of website announcing conference/event). Be sure that the following information is included

 \_\_\_Event Name

 \_\_\_Location

 \_\_\_Date

 \_\_\_Registration Fee

 \_\_\_Conference Hotel Information

\_\_\_Hotel Reservation

\_\_\_Airfare (only if planning to fly). A printout of ticket prices is acceptable if you don’t wish to purchase the ticket until you find out about funding. Keep in mind that ticket prices usually increase closer to the event, so you may want to purchase early.

FOR AN EVENT IN WHICH TRAVEL HAS ALREADY OCCURRED PRIOR TO FUNDING

**Receipts are needed for reimbursement.** Please submit hard copies of the following:

\_\_Application

\_\_\_Conference/Event Information (1st page of website announcing conference/event). Be sure that the following information is included

 \_\_\_Event Name

 \_\_\_Location

 \_\_\_Date

\_\_\_Registration Fee Receipt

\_\_\_Hotel Bill/Statement with the TRAVELER’S NAME ON THE OFFICIAL RECEIPT (If a parent/spouse pays the bill, you cannot get reimbursed. The traveler must be on the receipt.)

\_\_\_Airfare Receipt (if you flew)

For mileage, gas receipts are not necessary.