

FINANCIAL SUMMARY:

Note: Food and entertainment expenses will not be reimbursed. Do not include these items. ***Original receipts will be required for reimbursement. NO EXCEPTIONS.***

	Estimated Costs:
a. Meeting Registration	_____
b. Transportation	_____
c. Lodging	_____
TOTAL:	_____

Please list other funding sources and amount of funding. This does not affect your eligibility, but is important for GSC record keeping. Please be honest.

Source: _____ Amount: _____

TRAVEL GRANT AGREEMENT

Travel grants are processed on a first-come, first-served basis (based on a monthly allotment), so submit your application as early as possible. Please note that as of September 1, 2006, applications **MUST** be turned into the GSC cubicle no later than **6 Mondays** before travel to ensure proper processing of paperwork. A University holiday does not exclude you from this guideline. Please submit early! Note that the 6-Monday policy only guarantees ample time for processing of paperwork and applying by this deadline does not ensure that your application will be approved.

Travel Grants are a 3-step process. Filling out this application is the first step. If your application is approved, you will receive e-mail notification and paperwork via campus mail with instructions for steps 2 and 3. You are responsible for reading and following the provided instructions. You will also be notified by e-mail if you are denied.

By signing this application, you acknowledge that you have read and agree to the terms of this application and the GSC travel grant guidelines on our website (<http://grove.ufl.edu/~gsc/>).

Applicant's Signature _____

Date: _____

Major Advisor's Signature _____

Date: _____

Funded by Student Government

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