



## Travel Award Application

The G&G program offers a *limited number* of travel awards each year to support students traveling to conferences to present their research and represent the program. Funding is limited each year. Preference will be given to applicants who submit for funding early (with an accepted abstract), and prioritized for those who have a strong track record of seminar attendance and program participation.

Typically, students are not granted funding for more than one domestic trip per year (value \$750) and one international (value \$1,000) trip during their time in the program.

### Eligibility

Students in their second year and above who have not yet scheduled their dissertation defense are eligible to apply for a travel award. Students must:

- Have an accepted abstract to the conference they want to attend
- Give a presentation during their trip
- Acknowledge the program on their poster or slides
- Have proof of some travel funding from their mentor's home department

### Submitting your application

Students who would like to be considered for a travel award must submit the following to Dr. Mulligan ([cmulligan@ufl.edu](mailto:cmulligan@ufl.edu)) and Dr. Hollister ([b.hollister@ufl.edu](mailto:b.hollister@ufl.edu)).

- The attached application
- Your accepted abstract with acceptance letter

### Notification of selection

Students will be notified by the Dr. Hollister if they have been selected to receive a travel award. **Students must work with their mentor's home department for travel authorization and expense reimbursement.**

After notification of selection, students must send the following to the Program Specialist:

- Itinerary
- Confirmation that you have an approved Travel Authorization on file
  - o Travel Authorizations are submitted through the student's mentor's home department business office
  - o Please note – You must have a Travel Authorization on file prior to purchasing flights or making any reservations

### Reimbursement of funds

Reminder – You must go through your mentor's home department for reimbursement of costs related to travel.

**Once approved by the UFGI administration, please have your mentor's home department's fiscal person reach out to Cindy Heesacker ([capgap@ufl.edu](mailto:capgap@ufl.edu)) for UFGI chartfield information.**

The Graduate Student Organization (<http://graduateschool.ufl.edu/prospective-students/funding/travel/>) also offers \$250 per student, once per year, for conference travel. Please see their site for applications and restrictions.

Applicant information

Name

Email

UFID

Meeting information

Meeting name

Location

Begin date

End date

Type of presentation

Keynote address

Invited paper

Symposium paper

Submitted paper

Submitted work

Other

Presentation title

Short description of what you will be presenting

Other activities you will participate in at the meeting

Please explain how this meeting is beneficial to your research or professional development

Proposed travel budget

Airfare	
Lodging	
Registration	
Car rental	
Meals	
Miscellaneous (please itemize)	
<b>Total</b>	
Funds available (excluding G&G award)	
Amount from mentor	
Amount from other	

If you have previously received UFGI travel funds, please indicate when and for what purpose.

Supervisor signature

Date

Graduate coordinator signature

Date