URGO

**2020-21 Student Travel Funding Application**

***Please complete the following sections electronically.***

Student(s) and faculty member(s) should collaborate in applying for travel award.

**We anticipate most conferences will be held virtually. This funding can be used to pay registration fees. Travel costs will only be paid if deemed safe by the college.**

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| Student Name \_­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  E-mail \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Daytime or Cell Phone\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Non-Augsburg E-mail \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Class Year \_\_\_\_\_\_\_ Major(s) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Anticipated Grad Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

**Group applicants should copy and paste the above table and complete for each student who plans to attend.**

Department you are representing \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Conference Title \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Location \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Conference Dates \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Faculty Sponsor(s) Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Faculty E-mail\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*For record-keeping purposes only:*

Did either parent/guardian graduate from a four-year college? Yes \_\_\_\_\_\_\_\_ No \_\_\_\_\_\_

Do you have a Pell grant? Yes \_\_\_\_\_\_\_\_\_ No \_\_\_\_\_\_\_\_

What race(s) do you identify as? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Ethnicity: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Expand Response Space**

1. Please describe your role at the conference. Will you present a poster, give a talk, make a performance, serve as panelist, etc.? **(Due to limited funding, URGO is only able to fund students who present in some format at their conference.)**
2. Please give the title of the presentation: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
3. **In a thoughtful paragraph (100-150 words),** please describe how this conference will contribute to your academic or vocational development.
4. Will you receive travel support funds from other sources? Yes\_\_\_\_ No \_\_\_\_

If yes, please detail sources and amounts.

1. Anticipated Conference Costs

Replace all number signs and estimate dollar amounts.

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| --- | --- |
| Airfare | $ |
| Taxi fare (public transportation should be used when available and when more cost effective) | $ |
| Public Transportation | $ |
| Car Rental (only if driving to the conference; URGO does not pay for rental cars at the conference site)  \_\_\_#\_\_ days x \_\_\_#\_\_\_ cost per day | $ |
| Car Travel (personal car, not rental)  \_\_#\_\_ miles x .50 per mile (Augsburg’s reimbursement rate) | $ |
| Hotel \_\_#\_\_ nights x \_\_#\_\_\_\_ cost per night (URGO pays only for hotel costs related to conference stay; students staying additional nights for personal reasons must cover the costs.) | $ |
| Registration (copy of registration fee must be turned in with other receipts for reimbursement after conference) | $ |
| \_\_#\_\_ meals ($60 max per day) | $ |
| Other (please specify) | $ |
| **TOTAL** (up to $850) | $ |

**I understand that I will not be reimbursed by URGO until all travel is completed and receipts and Budget Expenditure Report have been submitted unless special arrangements are made with the URGO Office. I agree to submit receipts and Budget Expenditure Report within two weeks of my return. I agree to adhere to the student conduct rules as outlined in the Augsburg student handbook.**

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| **PLEASE HAVE YOUR PROFESSOR SUBMIT TO urgo@augsburg.edu AS AN ATTACHMENT TO AN E-MAIL DEMONSTRATING THEIR APPROVAL.** |

Travel grant applications are reviewed roughly biweekly by the URGO Advisory Committee beginning September 14th. Decisions are made on a rolling basis until all funds have been allocated. URGO will email grant decisions after committee meetings.