

TRAVEL AWARD REQUEST
Spring 2010 and Summer 2010

Deadline: February 15, 2010

To: Pamala Deane (psdeane@umd.edu)

Name: (Last) _____ (First) _____

Email: _____ Office Phone: _____

Faculty:

Department: _____

Rank: _____

Matching funds? Yes _____ No _____

If yes: Source? _____

Amount? _____

If no: Plans to request? Yes _____ No _____

From what source? _____

Graduate Student:

Department: _____

M.A. _____ Ph.D. _____

Matching funds? Yes _____ No _____

If yes: Source? _____

Amount? _____

If no: Plans to request? Yes _____ No _____

From what source? _____

Purpose of Travel (one sentence summary of proposed travel activity):

Title of presentation: _____

When?

Spring 2010? Yes _____ No _____ Dates: _____

Summer 2010? Yes _____ No _____ Dates: _____

Notification of acceptance received?

Yes _____ Please attach copy of acceptance

No _____ I will submit copy to Pamala Deane (1105JMZ) once it is received.

Required attachments:

- Copy of official notification
- Abstract in **English** of 250 words or less describing content of paper, presentation or panel/roundtable/workshop
- Short estimated budget (no allowances for meals):

Transportation (air, bus, rail) \$ _____

Lodging (\$100 max per night) \$ _____

Conference Registration \$ _____

Ground transportation \$ _____

Total \$ _____**Reimbursement - Please note:**

Once the award has been made, Sara Moon (smoon@umd.edu), Program Management Specialist will set up a "trip record" for you to facilitate the reimbursement process. Sara will also email awardee a Travel Approval Request number. Upon completion of conference travel, awardees must submit a *Travel Reimbursement Form* (3rd Floor Administrative Offices) listing the assigned Travel Approval Request number. Only actual expenses with original receipts will be reimbursed even if estimated and approved expenses were higher.

Awardees may use the UMD travel agencies but also have the flexibility of making their own travel arrangements.

Stipulations - Please note:

- (1) Conference attendance or nominal chairing of a panel will **not** be funded.
- (2) Incomplete application materials will **not** be considered
- (3) Multiple submissions will be prioritized. Applicants should not expect more than one travel award per round.