

## GCCIS STUDENT TRAVEL FUND APPLICATION

**Applicant's Name:**

**Email:**

**UID#:**

**Home Department:**

**Faculty Sponsor's Information:**

Sponsor Name

Sponsor Email

**1. Title of Paper or Project:**

**2. Conference Information:**

Conference Title	Location	Start date	End date
<p><b>3. Budget:</b> Provide a list of eligible expenses- include conference registration, transportation, accommodations, and meals. Attach a separate sheet if necessary. <i>Maximum grant amount is \$750.</i></p>			
Registration Cost	Total amount requested from Student Travel Fund	Total cost of trip	Other funding amount
Transportation Cost	How do you want to receive funding? (select one)		Other funding source
Hotel Cost	Expenses pre-paid by RIT	Reimbursement after travel	

**4. Evidence that the presentation was accepted:** (Please include web link and/or attach a confirming letter) URL:

**5. Attach letter of support from a sponsoring faculty member** (The letter should support the high quality of the student work. It should also address other avenues for funding)

**6. Submit form to [Lauren.Shields@rit.edu](mailto:Lauren.Shields@rit.edu).**

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**For office use:**

**Department Chair Approval** \_\_\_\_\_ **Date** \_\_\_\_\_

**Dean Approval** \_\_\_\_\_ **Date** \_\_\_\_\_

**Other funding approval** \_\_\_\_\_ **Date** \_\_\_\_\_

(ex: Grant PI)