Student Association & Geneseo Foundation TRAC Grant

GROUP LEADER TRAVEL GRANT Application Submit as PDF

 (Rev. June 14, 2024)

**when complete, save this document as a pdf and click on the link in step 5 on THIS** [**TRAC GRANTS PAGE**](https://www.geneseo.edu/undergraduate_research/applying-student-research-and-travel-grants) **to submit your application**

SECTION 1 • SUBMISSION INFORMATION

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#### Name

Title of Project being Presented

# Department \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Faculty Sponsor

Amount of Support Requested $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Overall GPA \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 ($1600 maximum groups of 3 or more) (2.0 minimum overall required)

Names of additional group members applying for TRAC Grant:

**SECTION 2 • TRAVEL GRANTS BUDGET (each member must submit their own budget)**

Name of conference: (No acronyms or abbreviations)

Location of conference:

Dates of conference: Number of days: Number of nights:

**BUDget PLEASE INCLUDE ALL EXPECTED EXPENSES, EVEN IF THE TOTAL EXCEEDS $600**

|  |  |  |
| --- | --- | --- |
| **Item** | **Explanation/Description** | **Total** |
| Lodging: as calculated below | # nights\_\_\_\_ x $\_\_\_\_\_ cost per student per night | $ |
| Meals: As calculated below |  | $ |
| Shared vehicle rental expense  |  | $ |
| Auto (gas for rental or mileage) | # miles\_\_\_\_ @ $0.67 a mile | $ |
| Conference Registration |  | $ |
| Air, train, bus |  | $ |
| Tolls |  | $ |
| Parking |  | $ |
| Other (must specify in explanation) |  | $ |
|  | **TOTAL** | $ |

**Lodging Calculation:** Look up the allowable lodging rate for the conference location here: <https://www.gsa.gov/travel/plan-book/per-diem-rates>

|  |  |  |  |
| --- | --- | --- | --- |
| Total room cost per night: $\_\_\_\_\_ | ÷ | \_\_\_\_\_# of students sharing room | $\_\_\_\_\_ Cost per student per night |

**Meal Calculation:** Look up the allowable meals and incidental expenses (M&IE) rate for the conference location here: <https://www.gsa.gov/travel/plan-book/per-diem-rates> (it will be listed under the lodging rates). **Partial days are calculated at 20% of the M&IE rate for breakfast and 80% of the M&IE rate for dinner.** Meals included in conference registration should not be calculated in meal rates. Additional fees for banquets are not eligible for funding.

|  |  |  |
| --- | --- | --- |
| Meals and IE rate for conference location: $\_\_\_\_\_ | \_\_# full days x M&IE rate = $\_\_\_\_ | \_\_\_# breakfasts x 20% of the M&IE rate = $\_\_\_ |
| \_\_ of dinners x 80% of the M&IE rate = $\_\_\_\_ | Total: $\_\_\_\_\_\_\_ (enter in budget above) |

**Vehicle Rental/Shared Expense Calculator**

|  |  |  |  |
| --- | --- | --- | --- |
| Total cost of vehicle rental $\_\_\_\_\_ | ÷ | \_\_\_\_\_# of students sharing cost | $\_\_\_\_\_Cost per student (enter below) |
| Name of person who will be paying for rental: |

**FACULTY SUPPORT LETTER**

Download [faculty support letter form](https://www.geneseo.edu/sites/default/files/documents/TRAC_Faculty_form.docx). Follow instructions on form for entering your name, saving the document, and forwarding to your faculty sponsor.

Section 3 • RATIONALE – one to two pages (for specific required information see page website) Section 4 • confirmation

In this section, copy and paste or attach the letter or the e-mail confirming acceptance of your presentation or poster. If you have not yet received confirmation by the application deadline, note that below. If you receive your confirmation after the application deadline you can attach it to your reimbursement request along with your other receipts.