Student Association & Geneseo Foundation TRAC Grant

GROUP MEMBER TRAVEL GRANT Application

(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 Submit as PDF

#### 

#### Name

Title of Project being Presented

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

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

($1800 maximum groups of 3 or more) (2.0 minimum overall required)

Name of group member who will be submitting the rationale (the group leader):

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: | | | |