Travel Grant Authorization Form Step by Step

1) Locate the form HERE

2) Print it out and fill it in manually.

3) Student Name & Student ID
   a. The ID is your Banner number (900 number).

4) Travel Dates
   a. Put the specific dates that you are traveling.

5) Destination
   a. Put the City and State

6) Itemized Estimate of Costs
   a. Lodging – any hotel you are staying at
   b. Transportation – flight, taxis, rental cars
   c. Meals – go HERE to find out of state per diem rate and HERE for in-state.
      i. Use the Meals & Incidentals (M&IE) Breakdown chart
      ii. Use the first and last day of travel price for the first and last days
      iii. For any meals that are provided you would subtract the meal rate from the daily
           rate to find the total for that day.
   d. Registration Fees
      i. Be as exact as you can be for this one.
   e. Other – Mileage, any purchase that was important to your presentation
      i. If you put something here then fill out the box below asking for more details as
         to what it is. (Mileage rate is - $0.575)
   f. Total Cost – add everything together.

7) Is Travel Required for Academic Credit – be sure the check this

8) Describe service provided and purpose of trip
   a. Put the name of the conference/event you are going to
   b. Put the exact reason you are going (presenting, attending a meeting, etc)
   c. Talk about how this experience will benefit you with your personal goals and your
      career.

9) Account Name & Number – leave this blank

10) Student Signature & Date – don’t forget this!

11) Supervisor Signature & Date
    a. If you are working with a faculty mentor or advisor have them sign here.

12) Budgetary Signature & Date – leave this blank

13) Ignore everything else below on the form.

14) Make a copy for yourself to have and bring the original handwritten/signed copy to the CURCA
    office in Price 102. If no one is there leave it in the folder on the door.

*If you need this document in an alternate format for accessibility purposes, please contact Heather Rose (heather.rose@ung.edu), (706) 867-3013*