

## Travel Grant Form

- Submit application and supporting materials to the Vice President of Budget, Finance, and Committees, at [gsavpbudget@gmail.com](mailto:gsavpbudget@gmail.com). All documents must be sent as pdf in one email. Incomplete applications will not be accepted.
- You will receive an email notification regarding your application/award status within 7 days of the end of the application window in which you applied.
- You will be reimbursed via a paper check through the AS ticket office. When your grant is processed you will receive details on when and how to pick up your check.

Full Name (Last, First): \_\_\_\_\_

Department: \_\_\_\_\_ UCSB e-mail: \_\_\_\_\_

Perm Number: \_\_\_\_\_ Phone: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Amount Requested: \_\_\_\_\_

Check: Pickup at AS Ticket Office \_\_\_\_\_ or Mailed \_\_\_\_\_

If requesting the check be mailed, reason for request (e.g. off campus for the quarter): \_\_\_\_\_

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*Note all check mail requests will be considered on a case-by-case basis.  
Checks will not be mailed to applicants who live in the SB/Goleta area without extenuating circumstances.*

Name of Conference/Meeting: \_\_\_\_\_

Date of Conference/Meeting: \_\_\_\_\_

Location: \_\_\_\_\_

Title of Presentation: \_\_\_\_\_

I have attached the following documentation to this application (all required when applying except travel receipts):

\_\_\_\_\_ This completed Travel Grant Application

\_\_\_\_\_ An abstract of the paper or project to be presented

\_\_\_\_\_ A copy of the formal invitation for the presentation or performance (*e-mail confirmation is acceptable*)

\_\_\_\_\_ A receipt of travel costs (email receipt is acceptable-may be submitted after the student returns from the trip)

\_\_\_\_\_ A receipt of conference registration fees (*email receipt is acceptable*)

Signature of Applicant (e-signature is acceptable): \_\_\_\_\_

Date: \_\_\_\_\_