

# Student Excellence Fund

## Application Form

**Name:**

**Address:**

**Phone:**

**Email:**

**Organization:**

**Conference/Event Name:**

**Name of your presentation** (if applicable):

**Event Date/s:**

**Conference Website:**

**Other sources of funding:**

**Other students or faculty traveling with you:**

**Major:**

Undergraduate

Graduate

Full-time (12 hours or more)

Part-time (less than 12 hours)

**Office held:**

**Event Location:**

**Amount of other funding:**

Dates of Travel

Budgeted Expenses							Total
Your hotel cost (circle one) Total in room: 1 2 3 4							
Meal cost							
Gas (circle one) Total in car: 1 2 3 4							
Parking							
Airline/train							
Other _____							
Registration fee							

**Total amount of request**

\$

*Meals: Maximum of \$5 breakfast, \$10 lunch, \$15 dinner*

*Hotel: Indicate your individual amount. If your hotel is \$150 including tax and you are sharing with two other people, circle #3 and put down \$50 for each night.*

*Gas/Parking: Same as hotel*

*Other (cab, subway, bus, etc): indicate the expense item and the cost*

**Remember to fill out the second page!**

Signature of student \_\_\_\_\_

Signature of Dept. Chair \_\_\_\_\_

**If presenting or performing, give a brief abstract of your presentation or overview of your performance. If you are presenting a paper, please attach a copy of the call for papers as well as the acceptance letter for the presentation.**

**How will participating in this event help you as a student and in your field?**

**Please provide any additional details needed for the selection committee to understand this event and/or your financial request.**

**Student Excellence application check list**

**I have included the following to make my application complete:**

- \_\_\_\_\_ **Application form**
- \_\_\_\_\_ **Faculty Support letter**
- \_\_\_\_\_ **Dept Chair signature**
- \_\_\_\_\_ **Budget of expenses**
- \_\_\_\_\_ **Call for paper and acceptance of paper (if applicable)**