**SUNY Oneonta**

**Department of Earth and Atmospheric Sciences**

**Travel Award Application** For Department Use Only

Received Date

Funding Decision

**Instructions:**

Please fill out all requested information on the back of this form as completely as possible. Include with your application, if applicable, 1) a copy of your submitted abstract and 2) your receipt for the abstract fee. Please list all expenses you expect to have, *other than food or banquets*. Do not leave anything off because you expect it will be covered by other grants. You are expected to have itemized receipts for any item you wish to be reimbursed for (turned in after you return).

**This application is due by the *2nd* Friday in September for travel in the Fall semester.**

Example: travel to AMS, AGU, and GSA conferences.

T**his application is due by the *2nd* Friday in February for travel in the Spring semester.**

Example: travel to the NE Storm Conference, and NE GSA conferences.

*Funding decisions are made by a three-person department faculty subcommittee, who follow these guidelines:*

1) You must be **majoring** in Earth Science, Adolescence Education: Earth Science, Geology and/or

 Meteorology to qualify for an award.

2) If you are **presenting as** **lead author** on an abstract, you may receive up to the full funding

 requested for travel, lodging, and registration expenses (Note: you may not request

 reimbursements for banquets or food).

3) If you are **part of a presentation team**, even if not the lead author, you may receive at maximum the

 full cost of your registration.

4) If you are **attending a conference**, but not part of a presenting team, you may receive at maximum

 half the cost of your registration.

5) We give **funding preference** first to lead authors then to students who are participating in a

 presentation, then first time attendees, then students who have applied for other funding.

6) We encourage students to look into opportunities to **volunteer at the conference**.

7) Late or incomplete applications will not be funded. Please do not wait until the last minute!

*The committee reserves the right to fund more or less than the above guidelines at their discretion, so it is in your best interest to bring to their attention any extenuating circumstances you wish them to consider.*

**NAME**

**Conference/ Meeting Name**

**Email**

**Dates Attending From: To:**

**Destination (City, State, Country)**

**Title of Presentation (if applicable):**

**Co-Authors (if applicable):**

**Sponsoring Faculty**

*Note: Attach a copy of your abstract and your abstract fee receipt if you are presenting.*

Are you the lead author on a submitted presentation abstract? ☐ Yes ☐ No

Are you part of the presentation team for a submitted presentation abstract? ☐ Yes ☐ No

Have you attended a conference before? ☐ Yes ☐ No

Have you applied for other funding from SUCO (*STEP Funds, SA, D’Antonio, etc*?) ☐ Yes ☐ No

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| **TRAVEL EXPENSES REPORT** **Costs** |
| **Registration**  Fee paid was this option (check one): Early ☐ Regular ☐ Late ☐  | **$** |
| **Abstract Fee (if lead author)** | **$** |
| **Transportation (if lead author)** | **$** |
|  **Lodging (if lead author)** | **$** |
| **TOTAL ESTIMATED EXPENSES** | **$** |
| **Funding Requested from Other Sources** | **$** |
| **TOTAL FUNDING REQUESTED OF THE DEPARTMENT** | **$** |

*You may include additional information on another page if you feel would be important for the sub-committee to consider in making this award (i.e., extenuating circumstances).*