

Kirkland Endowment Funding Request Student Travel

The KEAC grants students up to \$800 for domestic travel and \$1,500 for international travel. Please note that we **cannot** support senior project research or study abroad. Reimbursement requests will be processed and the funds disbursed **after** the trip. Please answer all questions below for full consideration.

Student Name:

Class Year:

Student Email:

Faculty Mentor, if you are working with one:

Have you discussed your conference/research/creative project plans with your faculty mentor? Yes (strongly recommended) No

Have you ever received funding from KEAC? Yes No

If so, when and how much?

Travel is for: Conference Research/Creative Project

Conference Title and/or Destination:

Presentation or Project Title:

Description and Rationale: (150-200 words, 1500 characters with spaces max.)

- **Describe** your presentation or research/creative project.
- Provide a **rationale** for your conference or project trip. What do you hope to gain from this endeavor? How is this trip **relevant to your studies** at Hamilton?

Budget:

- Please provide a **detailed breakdown** of all anticipated expenses.
- In the budget narrative section, provide an **explanation of the dollar estimates** listed in your budget (e.g. note if you're sharing hotel or taxi costs with a friend; note the total miles [roundtrip], if you're driving your own car).
- We strongly recommend that you seek out **other sources of funding** in tandem with Kirkland funds. List the other source(s) below. Given the volume of requests we receive, we are not always able to support all applicants.

Destination:

Dates of Travel: **From:** _____ **To:** _____

Expense Category	Amount (\$)
Registration Fees	
Personal Car Mileage (# of miles x \$0.725)	
Tolls	
Parking	
Taxi/Rail/Uber etc.	
Airfare	
Lodging	
Per Diem (# of days x \$40, up to 7 days)	
Other (explain below)	
TOTAL EXPENSES	\$ 0.00

Other Funding Source(s):	
KIRKLAND FUNDING REQUESTED	

Budget Narrative: (100 words, 750 characters with spaces max.)

When you have finished filling out this application form, remember to **save it as a pdf** (name it thus: Your Last Name_Kirkland Travel) and submit it by the deadline. All the best!