**Funding Request for Student Travel**

***Please note: All questions must be answered to be considered for funding.***

***We cannot support senior project research or study abroad work.***

***Distribution of funds are processed after the travel has taken place.***

**Student Name:** Click or tap here to enter text.

**Class Year:** Click or tap here to enter text.

**Student Email:** Click or tap here to enter text.

**Name of Faculty Mentor, if you are working with one:** Click or tap here to enter text.

**Have you discussed your conference/research/creative project plans with your faculty member****?** [ ] **Yes** [ ]  **No**

**Have you ever received funding from KEAC?** [ ] **Yes** [ ]  **No**

**If so, how much?** Click or tap here to enter text.

**Travel is for:**

[ ] **Conference**

If you are a presenter at the conference, describe your presentation with **150-200 words**. If you are not presenting, give a rationale for attending the conference.

Click or tap here to enter text.

[ ] **Travel for Research and/or Creative Purposes**

If you are applying to travel for research or creative purposes, give a **150-200-word** description of your project. Be sure to explain how this project is relevant to your studies at Hamilton. Click or tap here to enter text.

**Student Travel Budget**

**The KEAC grants up to $800.00 for domestic travel and $1,500 for international travel**

**Distribution of funds are processed after the event has taken place.**

***Please note: This form does not calculate totals***

 **Destination:** Click or tap here to enter text.

**Dates of travel: From:       To:**

|  |  |
| --- | --- |
| **Budgeted Expense** | **Amount** |
| **Registration Fees** |   |
| **Personal Car Mileage** (.70/mile) |       |
| **Tolls** |   |
| **Parking** |       |
| **Taxi/Rail/Uber, etc.**  |   |
| **Airfare** |       |
| **Lodging**  |       |
| **Per Diem** (# of Days x$35 – up to 7 days) |       |
| **Other** (explain below) |   |
| **Total Budget**  |       |

|  |  |
| --- | --- |
| **Amount Requested from KEAC:** |  |
| **Other Funding Sources:** | Click or tap here to enter text. |

**Budget Narrative**

**If necessary, provide a brief explanation of the dollar estimates listed in your budget**

Click or tap here to enter text.