

Checklist (Office Use Only)

- Completed Proposal Budget ?
COGS Travel Grant Application
One Page Summary of Activities
Abstract of Paper and/or Poster (if conference travel)
Signed Letter from Advisor or DGS

COGS TRAVEL GRANT APPLICATION

**Council of Graduate Students
405 Johnson Hall
Minneapolis, MN 55455
612-626-1612
<http://www.cogs.umn.edu>
cogs@umn.edu**

Instructions: Please complete all requested information. Form text fields will automatically advance to the next line when you reach the end of the line, please do not hit "enter" to advance to the next line.

Person completing the application:

Name: _____

Field of Study / Program: _____

Address: _____

Phone: _____

Email: _____

Please be as detailed as possible in the following sections.

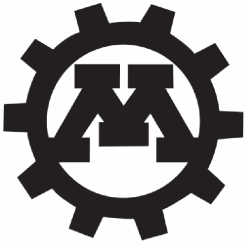
Please describe your travel plans: (what, when and where?)

What is the title of your presentation? _____

Which of the following best describes your presentation (please be specific)?

Poster Paper Other, please explain: _____

If you do not receive all your projected funding for this event/program, how would you address this shortage of funding? _____



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Proposed Budget

Instructions: Please fill out the following information as accurately as possible. If you do not complete this form or accurately report your budget, it may affect the outcome of your request.

Expenses: Please list all expenses associated with your travel. The form lists the most common expenses. Please be sure to fill in or list specific items under other expenses as necessary.

IMPORTANT: For expenses that are shared with another person, list only your associated cost. (e.g. If two people share a hotel room, you will only list half of the cost of the hotel room.).

Income: Please list all sources of income associated with your events. List all grants/stipends/fellowships/departmental support that you have applied for and check off whether or not it has been confirmed.

NOTE: The total expenses should equal the total income.

EXPENSES (What are the estimated costs of your travel?)	INCOME (How will you pay for your travel? Your expenses should equal your income.)
Transportation / Air Fare: \$	Amount requested from COGS: \$
Ground Transportation (taxi / car rental / train) \$	**Other grants / stipends / fellowships / departmental support (list):
Conference / Meeting / Registration fee \$	Confirmed? Yes <input type="checkbox"/> No <input type="checkbox"/> \$
Hotel / Lodging \$	Confirmed? Yes <input type="checkbox"/> No <input type="checkbox"/> \$
List Other Expenses (i.e.: equip. rental for presentations, etc.):	
\$	Other income (list):
\$	\$
\$	\$
\$	\$
\$	\$
Total expenses \$	Total income \$