

GSC TRAVEL FUNDING CHECKLIST

This is a GSC funding application checklist to ensure that all of the necessary paperwork has been included in your application. Applicant(s): please initial by each requirement as you have added it to your application *in this order*. Finance Committee members reviewing the application: please initial by each requirement as you go through the application during the Finance Committee meeting.

Requirements	Applicant(s) Initials	Finance Committee Initials
Cover letter explaining: -when and where you are traveling -why you are attending this conference -how the money will be used (eg. airfare, hotel, etc.) -breakdown of costs		
Funding Appropriation Form		
Proof of community service hours INCLUDING all signatures		
A letter of recommendation (from and adviser or department chair)		
Proof of conference registration (registration receipt, acceptance of presentation/talk/poster if applicable)		
Proof of travel costs (receipts of airfare if applicable, estimates of ground transportation-gas [\$0.56/mile], taxi/bus fares, etc.)		
Proof of lodging costs (hotel receipts or hotel room estimates if no receipts)		
Attendance (Attended at least 2 GSC and/or Finance Committee Meetings within the same semester as travel)		