



AFS-USM Student Subunit Travel Award Application

Purpose and Scope of Awards. The purpose of AFS-USM travel awards is to provide partial travel support for active sub-unit members in good standing that are presenting research results at domestic and international professional meetings. First priority will be given to those students presenting results of thesis or dissertation research at AFS sponsored meetings. Where justified, limited funds will be considered for students attending meetings outside the purview of AFS, students presenting preliminary or prospectus talks, or where research will not be presented.

Extent of Awards. Submission of an application does not guarantee that an award will be granted. Individual travel awards will range from a minimum of \$25 to a maximum of \$250.

Application Procedure. Graduate Travel Award application forms can be obtained from the AFS-USM Web Page (<http://www.usm.edu/gcrl/afs>). All items of the form (including signatures) must be completed. **An abstract of the presentation and a letter of support from the student's major advisor must be affixed to the form.** The form should be submitted to the current AFS-USM officers as a word or pdf file. To be considered for funding, the completed application form must be received by the deadlines indicated below. Incomplete applications will be returned. Individuals may submit only one application per semester.

Review Periods and Deadlines. Applications are reviewed monthly. They must be received by AFS-USM by the first of the month prior to the month of travel. For example, applications for travel that begins in October are due on September 1.

Award notification will be sent to the e-mail address provided in the application form.

Administration of Funds. Awards are made in the form of reimbursement for travel and related expenses. Awards cannot be distributed in advance of travel. Those who receive awards will be sent further instructions regarding reimbursement at the time of award notification. Students should upon return submit completed travel voucher and supporting materials to **AFS attn: Treasurer**. Travel reimbursements will be processed ASAP and students should receive payment within one week after receipt by AFS-USM. If you have not received payment within this time frame contact one of the AFS-USM officers.

Permission to Travel. Permission to Travel Forms must be approved prior to travel. This application does **not** grant permission to travel. Applications for the travel must be made through departmental offices. Please attach an approved travel form with application.

TRAVEL FORM

Name:

Application Date :

Telephone:

E-mail:

Degree Sought:

Major Professor:

Title of Presentation:

Type of Presentation: ___ Poster ___ Oral

Have you previously received a Graduate Student Travel Award from AFS-USM?

Number of awards related to master's

Amount:

Number of awards related to doctorate

Amount:

Purpose of Travel (this request)

Meeting Name:

Meeting Location:

Travel Dates:

Authors:

Travel Budget

Transportation:

Lodging:

Meals:

Registration:

Others:

TOTAL TRAVEL:

Amount Received from Other Sources:

Source:

Amount:

AMOUNT REQUESTED FROM AFS-USM:

This section must be filled out by your advisor before it can be accepted by AFS-USM.

To be completed by Advisor:

Please provide a signed letter stating that the student's research is at a stage appropriate for presentation at a professional meeting and details regarding what components of the student's travel budget is being covered by major advisor's funds. If the student is not presenting or is presenting either preliminary data or a prospectus talk, please provide justification for travel funds from USM-AFS.

PLEASE SUBMIT FORM AND ALL APPROPRIATE MATERIALS AS A WORD OR PDF FILE TO THE SUB-UNIT OFFICERS OR usm.afs@gmail.com

PLEASE REFER QUESTIONS TO THE ABOVE ADDRESS