# UNCG Anthropology Department

## Kupferer-Outwin Endowed Fund

### **Request for Travel Funding**

Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Today’s Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Status: Student \_\_\_\_\_ Faculty \_\_\_\_\_

Student Applications Require:

Faculty Mentor Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Faculty Mentor Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Total $ Amount Requested:** The maximum amount funded for students is $500 and for faculty $1500. *Normally, only one KO grant will be funded per individual per year.*

 **$\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**The KO Endowment Fund supports faculty and student travel for either conference presentations or research: Fill out only the appropriate section.**

**Conference Presentation\***

Conference Name **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Conference Website (url) **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Conference Location \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Conference Date(s) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Title of Presentation \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

List of Author(s) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\*Include a copy of the abstract, a copy of the title page of the official program, and a copy of the page on which your presentation appears.

**Research Travel\***

Name of Study Site \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Location \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date(s) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\*Briefly describe the research project in a few sentences, including a description of the research site and what you plan to do there. Do not include a bibliography.

**Budget:** Receipts are required for all reimbursed transportation costs, (except mileage on personal vehicle and food), hotels, conference registration, printing and incidental research materials. All travelers must complete the TRV-1 form upon return from conference or research to get reimbursed for any expenses paid out-of-pocket. No food or fuel receipts are needed but all other receipts must be included to receive reimbursement.

|  |  |  |  |
| --- | --- | --- | --- |
| **Expenses** |  |  |  |
| Commercial Travel-Must have a receipt (e.g., plane, bus, train, taxi, or Uber/Lyft add rows as needed) |
| Air ticket |  |  |  |
|  |  | **Total travel=** |
| Travel by Personal Vehicle-Must use Google maps and print route ($0.575 per mile up to 100 miles round trip or $0.33 if over 100 miles round per trip) |
| Miles: | Rate: | **Total mileage=** |
| Accommodation-Must have receipts (include taxes in daily rate) If you have a roommate please try to get a receipt for your portion if possible. |
| # of nights: | Daily Rate: | **Total accommodations=** |
| Subsistence-Do not include meals provided by the conference. It is now required to include conference programs to demonstrate no meals were provided. Calculate per diem based on meal when you are not traveling for the entire day.  |
| Must depart before 6AM | Breakfasts \_\_\_\_\_\*$8.60= |  |  |
| Departure before Noon or return after 2PM | Lunch\_\_\_\_\_\_\*$11.30= |  |  |
| Departure before 5PM or return after 8PM | Dinner \_\_\_\_\_\_\* $19.50 in state/ $22.20 out or state= |  |  |
|  |  | **Total per diem=** |
| Registration-Must have a receipt | **Total registration=** |
| Poster print-Must have a receipt (only 1 per conference) | **Total printing=** |
| Other expenses (add rows if needed) | **Total [insert expense type]=** |
| **Total Funding requested=** |  |

**NOTE: Faculty mentors should check the math before signing this form.**