

Philosophy Travel Award Reimbursement Form

Deadline for Submission: Hard copies of this form and all supporting materials must be submitted to Michelle Gallegos no later than *seven business days after the end date of the conference* in which you participated. Unless you are living outside of Albuquerque, email submissions will not be accepted.

As per UNM policy, departmental Travel Awards must be processed as scholarships, which means the funds you are awarded will be posted to your Bursars Account. Michelle Gallegos will contact you once the necessary paperwork is processed. The funds should then post to your account within a week's time.

[1] Student Information

Name: _____

Email address: _____

Banner ID: _____

Mailing address: _____

[2] Conference Information

Conference Name: _____

Conference Location: _____

Conference Dates: _____

Conference Web Site: _____

Note: If the conference web site does not include a copy of the program, then you must supply documentation that confirms you were included on the program as a speaker.

[3] Presentation Information

Your role at the conference (circle [a] or [b]):

[a] Presented a paper Title of your paper: _____

[b] Commented on a paper Author and title of the paper on which you are commenting:

The date and time at which you presented your paper or comments: _____

[4] Travel Information and Expenses

Date and time of your departure from Albuquerque: _____

Date and time of your return to Albuquerque: _____

Registration: \$ _____

Travel costs (airfare, train tickets, mileage, etc.): \$ _____

Lodging costs: \$ _____

Total Expenses: \$ _____

[5] Other External Funding

Please indicate below any additional funding you received for your travel to this conference.

Source: _____ Amount Awarded: \$ _____

Source: _____ Amount Awarded: \$ _____

Supporting Materials: In addition to this fully completed form, you must also submit:

- (1) Receipt for your conference Registration Fee;
- (2) Itemized and original travel receipts (for airfare, train travel, etc.);
- (3) Itemized and original lodging receipts (Note: your hotel bill must reflect a zero balance);
- (4) The notifications you received from GPSA and UNM Office of Career Services regarding the applications for funding you submitted to their offices. This is required whether you received or were denied an award.

Note: Copies of receipts cannot be accepted.

If additional information and/or materials are required to process your reimbursement, you will be contacted by Mercedes Nysus via email.