

SECTION ONE: SUBMISSION INFORMATION**Submission Procedure**

Email [1] a completed copy of this form and [2] all the supporting materials listed below to Michelle Gallegos (michelleg@unm.edu), the Department Administrator for Philosophy, using "Philosophy Travel Award Reimbursement" as the subject of your message.

Deadline for Submission

The completed form and all supporting materials must be emailed to Michelle Gallegos no later than seven business days after the end date of the conference in which you participated.

Required Supporting Materials

1. Receipt for the 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 UNM's Office of Career Services and UNM'S Graduate and Professional Student Association (GPSA) regarding the applications for funding you submitted for this conference trip. You must submit the notification(s) whether you received or were denied a travel award from these offices.

NOTE: Copies of receipts cannot be accepted.

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

Disbursement of Funds

Philosophy Travel Awards may be processed as scholarships, rather than as a reimbursement. If your award is processed as a scholarship, the funds you have been awarded will be posted to your Bursars Account. Michelle Gallegos will contact you once the necessary paperwork is processed and let you know how the funds you have been awarded will be disbursed and when you should expect to receive payment. Typically, once the necessary paperwork is processed, payment will be received within a week's time.

SECTION TWO: STUDENT INFORMATION

Name

Banner ID

Email Address

Mailing Address

Philosophy Degree Program (select one)

B.A.

M.A.

Ph.D.

SECTION THREE: CONFERENCE INFORMATION

Conference Name

Conference Location

Conference Dates

Conference Website

Note: If the program is not on the conference website, you must supply documentation that confirms you were on the program as a speaker.

SECTION FOUR: PRESENTATION INFORMATION

Date and time at which you presented your paper or comments

Your role at the conference (select one)

Presented a paper

Commented on a paper

If you presented a paper, list the title of your paper

If you commented on a paper, list the author and title of the paper on which you commented.

SECTION FIVE: TRAVEL EXPENSES

[1] Conference Registration Fee

[2] Airfare

[3] Ground Transportation (e.g., for transport from the airport to hotel)

[4] Train Tickets

[5] Mileage Cost (Note: If you drove to the conference in a personal (non-rented) vehicle, UNM currently reimburses at a rate of \$0.725 per mile.

Date and time of your departure from Albuquerque

Date and time of your return to Albuquerque

[6] Total Lodging Costs

Number of Nights

Cost per Night

Hotel Name & Address

[7] Other Travel Costs

Explanation of Other Costs

TOTAL EXPENSES (sum of items 1 to 7)

SECTION SIX: EXTERNAL FUNDING INFORMATION

If for this conference trip you were awarded travel funds from UNM's Office of Career Services and/or UNM's Graduate and Professional Student Association (GPSA), list the amount(s) of the award(s).

Amount of Award from UNM's Office of Career Services

Amount of Award from UNM's GPSA

If for this conference trip you were awarded travel funds from any other external source(s), list the names of the funding organization(s) and the amount(s) of the award(s).

Funding Organization 1

Amount Awarded

Funding Organization 2

Amount Awarded

Funding Organization 3

Amount Awarded

SECTION SEVEN: APPLICANT SIGNATURE

By including your electronic signature and the date below you are certifying that the information included on this form and in the supporting documentation is truthful and accurate to the best of your knowledge.

Signature

Date