



SPGSA Funding form for graduate students (conferences/professional events)

Instructions:

- Please fill out the application with all pertinent information.
- You may fill out this form once a year.
- Submit the completed application to SPGSA via email at spgsa@unm.edu.
- You will receive a decision via email. If awarded, you will be notified of the exact amount.
- You must submit original receipts in order to obtain reimbursements.
- Please keep in mind that SPGSA funds are limited; we will do what we can to help you.

APPLICANT INFORMATION			
Today's date:	Name of Conference or Workshop:		
Name:	Conference / Workshop Website:		
Email:	Travel Destination (City, State):		
Reason for Attendance:			
<input type="checkbox"/> Paper Presentation	<input type="checkbox"/> Session Chair/Moderator		
<input type="checkbox"/> Conference Chair/Executive Board Member	<input type="checkbox"/> Poster session		
<input type="checkbox"/> Panel Participant	<input type="checkbox"/> Other: _____		
Title of paper/ panel: <i>(abstract must be submitted along with this form)</i>			
If not presenting, explain how this conference will help you in your professional development:			
BUDGET			
List of Expenses	Amount Requesting from SPGSA	Amount Requesting from other Sources	Total Cost
Airfare/Mileage			
*If driving, please provide 3 different airfare quotes (round-trip) with your funding request. The quotes should be for the dates you would have flown, not actual dates of driving			
*Lodging			
*Is this the conference hotel ____Yes ____ No If not, please provide a link to the lodging:			
*Per diem			



Registration			
Membership			
Other			
*Per diem:		TOTAL:	
Travel within the 48 continental United States: https://www.gsa.gov/travel/plan-book/per-diem-rates/per-diem-rates-lookup			
Instate per diem allowance: \$85 actual lodging and meal costs \$51 meal and incidental rate only			
International Per diem allowance: \$115 actual lodging and meal costs			
SIGNATURE			
Signature of applicant:		Date:	
FOR SPGSA USE			
Date:			
Funding Approved:			
Funding Amount approved:	Funding Source:	Funding Declined-Reason:	