

Student Affairs Travel Grant: Conference & Travel Information

This form must be completed by each person attending a conference. The form will be used by Student Affairs to assess if funds can be awarded to support attendees traveling to conferences. Submit your poster acceptance letter/email when applying for the travel grant. Documents can be emailed to StudentAffairs@EVMS.edu. Please note that travel is a secondary consideration to academics, and students should request excused absences from course or clerkship directors prior to making travel plans.

Conference Name (No abbreviations)	
Participant Name	
Today's Date	
Reason for attending conference	
If your research was selected to be presented at a conference, please state at which institution and department you completed your research. If at EVMS, please state your mentor.	
Dates of Conference	
Will you have a manuscript ready for journal submission within 3 months of travel? If so you may be eligible for the EVMS Community Faculty, Student, Resident Research Award	
Arrival Date and Time	
Departure Date and Time	
Hosting City	
Mode of Transportation	
Hotel Name	
How many people sharing hotel room?	

Estimated Budget of Conference

Registration Fee ¹	
Transportation cost from Norfolk to conference (attach a copy of flights, bus, or train schedule)	
Transportation during conference	
Hotel Rate ² (per night)	
How many nights will you be at the conference? Total cost of hotel	
Food per diem? Per day http://www.gsa.gov/portal/content/104877	
Other Cost	
Total Requested per person	

1 EVMS will not pay for late registration fees. Students will be responsible for paying any late fees.

2 EVMS will only support double-room occupancy in reasonably-priced hotels.

3 Posters & PowerPoint slides must conform to EVMS branding standards found at www.evms.edu/templates