

# Norman Topping Student Aid Fund 2009-2010 Conference Travel Application

*Eligibility Maximum: Two (2) conferences during tenure at USC.*

*NOTE: All conference travel applications must be submitted by the deadline that is at least six (6) weeks prior to travel (See Exceptional Funding Handbook for monthly deadlines).*

## I. Applicant Information:

Name: _____	Declared Major(s): _____
USC ID#: _____	Declared Minor(s): _____
Current Address: _____	Contact Phone: _____
City, State & Zip: _____	E-mail: _____
Name of Conference: _____	
Conference Location: _____	Year in School: _____
Conference Website: _____	Conference Dates: _____

## II. Expenses:

	<b>Totals Must Be Tabulated By Applicant:</b>
<b>1) Travel: \$2000 Airfare Maximum</b> A) Long Distance: to request reimbursement for multiple types of long distance travel, you must give documentation of eligibility under clause "a" or "b." Airfare \$ _____ + Train \$ _____ + Bus \$ _____ Rental car: fee \$ _____ + fuel \$ _____ B) Local Travel: Only travel from a transportation center to the conference and back. Bus \$ _____ + Train \$ _____ + Taxi \$ _____	\$ _____
<b>2) Registration: \$300 Maximum</b>	\$ _____
<b>3) Food:</b> A) Maximum food request = # of days (Max 4) x \$25 B) Total Food receipts = \$ _____ Reimbursement will not exceed \$100. Any amount after that will be the responsibility of Scholar.	\$ _____
<b>4) Lodging: Up to \$125/night for a maximum of 4 nights.</b> Rate/night \$ _____ x # of nights _____ divided by # of occupants _____	\$ _____
<b>5) Total Allowable Expenses:</b> Add your total allowable travel, food, registration, and lodging expenses.	\$ _____
<b>6) Other Funding:</b> Disclose ANY other funding received for this travel.	Other Funding: \$ _____
<b>7) Total Request:</b> From the total allowable expenses subtract the amount of any other funding you received.	<b>Total Request:</b> \$ _____

### III. Statement of Purpose:

Include a typed, 1-2 page explanation of why attending this academic/service oriented/leadership conference/meeting is important to you and how it can support one or more of the following:

- Your academic growth
- Your professional goals
- Your commitment to service in the USC community
- Your leadership development both on and off campus

### IV. Documentation:

**Letters of Recommendation** – One letter of recommendation (including telephone number, mailing address, and e-mail address of recommender) is required. The letter should be from an instructor/professor, advisor, or if applicable, a supervisor depending on the type of conference/meeting for which you are applying. For example, an instructor/professor should serve as your recommender if you are applying for an academic conference/meeting. The letter must be current and may not be from a relative. *The letter should address the ways in which the conference/meeting is important to your advancement (academically, professionally, in your service endeavors, and/or your leadership development).* The letter must be confidential. Ask your recommender to return the recommendation to you in a sealed envelope with his or her signature written across the seal. Submit the sealed recommendations with your application.

**Required Information** – Documentation, such as copies of registration forms, flight and hotel information, and literature regarding the Conference will be required by the NTSAF Office.

### V. Self-Reflection

Upon completion of conference travel you are required to submit a 1-2 page reflection. The reflection statement should assess your academic, personal, and/or professional growth after attending the academic/service-oriented/leadership conference and/or meeting. This reflection piece is due to the Assistant Director within four (4) weeks of the date of travel. Reimbursements will not be processed until the self-reflection statement is submitted.

### VI. Certification:

**Applicant** – I certify that the information provided within this application is accurate, that I have indicated all other sources of funding for my travel expenses, and that these funds were used for the stated purpose and time period.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

#### For Office Use Only:

Date received: \_\_\_\_\_ Date reviewed: \_\_\_\_\_ Payment Processed: \_\_\_\_\_

Has the Scholar previously received Conference Travel? Yes  No

If yes, how many times: 1 2

Approved  Not Approved

GB Chair Signature: \_\_\_\_\_ Asst. Director Signature: \_\_\_\_\_

Comments: \_\_\_\_\_