



Student Travel Award Application Checklist

Your First and Last Name: _____ Z#(Individual applicants only): _____

Your Contact number: _____ Your FAU Email: _____

Departure Date: _____ Return Date: _____

Official Event Name: _____

Event Start Date: _____ Event End Date: _____

Event Location (City, State or Country, Town): _____

The participants will:

___ present or co-present academic research related to academic studies.

___ compete at an event related to academic studies or special interest.

___ attend an event related to academic studies or special interest.

Student Travel Applications submitted via Owl Central, must include official proof of presenting or competing, if you indicated above that this travel is related to presenting or competing above.

Please list the estimated costs for the trip below and show what amounts you want covered by a Student Travel Award, what amounts a department will cover and the difference you will be responsible to pay (**Student Travel Applications submitted via Owl Central, must include proof of all the estimated costs you are requesting below in Column (A) including mileage, Uber, Lyft, taxi, etc.):**)

	(A) Amount you want covered by a Student Travel Award	(B) Amount to be covered by a department	(C) Difference travelers will be responsible to pay	(D) Total Cost
	(A)	+Plus (B)	+Plus (C)	=(D)
Hotel				
Airfare				
Registration				
Local Public Transportation				
Rental Car Fee				
Rental Car Fuel				
Incidentals (Tolls, Parking, Etc.)				
Personal Car Mileage (.445/m)				
Totals (Add up all Columns):				
Total Per Person *				

*Divide Totals by # of people traveling.

- _____ I understand that that student travel awards are decided by student led committees based on amounts outlined in the Student Travel Procedures.

- _____ I understand that only the amounts listed in Column (A) above will be considered for a Student Travel Award.

- _____ I understand that my Student Travel Application, submitted via Owl Central, must include proof of all the estimated costs I am requesting above in Column (A) including mileage, uber, lyft, taxi, etc.

- _____ I understand that my Student Travel Application, submitted via Owl Central, must include official proof of presenting or competing, if indicated that this travel is related to presenting or competing above.

- _____ I understand that I am not entitled to receive a Student Travel Award for all the amount that I am requesting above in Column (A).

- _____ I understand that a Student Travel Award is not guaranteed.

- _____ I understand that I will not receive the funds from a Student Travel Award in advance of my travel, and if awarded an amount, I must submit my receipts for reimbursement with in 10 business days after I return from my trip via Owl Central.

- _____ I understand that if I am applying for a group, I must communicate the information in this form to my group members.

Signature: _____

Date: _____

FAU Student Travel
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