

## GSA TRAVEL AWARD APPLICATION

### **Instructions:**

1. **Please fill in all lines**, with the exception of "Title of Presentation/ Poster" (if not applicable). **It is imperative that the information you provide on this application matches information on file with UAB** (please check with BlazerNet and/or Oracle to ensure the information you provide matches that which is on file with UAB).
2. You must attach a **letter of endorsement** from your faculty advisor.
3. You must attach a **copy of the abstract** if you are a presenter.
4. All applications require your **Graduate Program Director's signature**.
5. **Please note:** All non-qualified scholarship/fellowship payments are potentially subject to income tax withholding and subject to reporting on IRS Form 1098-T and IRS Form 1042-S. You are responsible for reporting the income to the IRS and paying applicable taxes. Do not submit tax forms with this application. Keep for your records.
6. Notification of award will be made by e-mail, unless you indicate that use of e-mail is not acceptable.
7. If you receive an award, to redeem your travel grant, please:
  - a. Save your original travel receipts (e.g., hotel, airfare, boarding passes, conference registration fee, poster printing costs, taxi, bus, car rental fees, etc.). The GSA will NOT reimburse food or beverage costs.
  - b. Upon returning from your trip, place your original receipts in a sealed envelope with your name on it. Also, please make sure that your name is on each receipt. Take the envelope to the Graduate School office (HUC 511) and leave it at the front desk.
  - c. A university-wide policy states that **all travel receipts must be turned in within 60 days of travel**. The GSA must abide by this rule, and will NOT reimburse students who submit receipts after this time frame.
  - d. Your reimbursement should be processed within 4-6 weeks after the receipts are turned in. **Please note:** Processing of Travel Grants to International students may take up to 8 weeks.
8. Reimbursements come to the student either in the form of a direct deposit or check, depending on how the student is normally paid by the university and whether or not that student is a domestic or foreign citizen.
  - a. NOTE: if there is ANY outstanding balance on your student account at the time your Travel Grant reimbursement is processed (i.e. tuition, library fines, parking permit fees/fines, etc.) the **reimbursement will be applied to that outstanding balance FIRST** and you will receive any remaining difference. This is due to UAB policy and cannot be changed.
9. Detailed instructions can be found in the **Policies and Guidelines for GSA Travel Grants** on the GSA website at <http://main.uab.edu/show.asp?durki=60292>.

**GSA Travel Award Application**

Today's Date: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

Travel Period (circle one. See Schedule):    FALL            SPRING            SUMMER

Name (last) \_\_\_\_\_

(first) \_\_\_\_\_ (MI) \_\_\_\_\_

Social Security (or B00) No. \_\_\_\_\_ Citizenship \_\_\_\_\_

Mailing Address (Must match address in UAB Oracle System)

Street \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone (campus) \_\_\_\_\_ (home) \_\_\_\_\_

E-mail Address \_\_\_\_\_

Blazer ID \_\_\_\_\_

Campus Address (mandatory if no e-mail)

\_\_\_\_\_ Zip \_\_\_\_\_

Department

\_\_\_\_\_

School (eg, Social Behavioral Sciences, School of Natural Sciences and Mathematics)

\_\_\_\_\_

Oracle Contact Person in your Department: \_\_\_\_\_

Office phone: \_\_\_\_\_ Email: \_\_\_\_\_

Degree you are pursuing (circle one): Masters                      Ph.D.

Are you a (circle)?: Graduate Assistant            Graduate Trainee            Graduate Student only  
(you receive no \$ from UAB)

Are you a GSA Senator? \_\_\_\_\_

Do you serve on a GSA Committee? (If yes, please state which one)

\_\_\_\_\_

Faculty Advisor \_\_\_\_\_ Phone \_\_\_\_\_

Name of Conference \_\_\_\_\_

Location of Conference:

Travel Dates:

Title of Presentation/ Poster (if applicable)

\*Note: if you are a presenter you **must attach a copy of the presentation abstract** including authorship

Graduate Program Director (printed name) \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

"By signing below I am stating that the above listed information is accurate and I have read, comprehend and will comply with the GSA Student Travel Statement of Agreement and all other GSA policies on Travel Awards"

Applicant's Signature \_\_\_\_\_ Date \_\_\_\_\_

**CHECKLIST:**

DID YOU REMEMBER TO:

- FILL IN ALL LINES (including "Title of Presentation/ Poster" if applicable).
- MAKE SURE THE MAILING ADDRESS YOU PROVIDED IS THE SAME AS THAT LISTED IN UAB'S ORACLE SYSTEM?
- READ THE GSA STUDENT TRAVEL STATEMENT OF AGREEMENT AND GSA TRAVEL GRANT POLICIES?
- SIGN THE APPLICATION?
- HAVE YOUR GRADUATE PROGRAM DIRECTOR SIGN THE APPLICATION?
- ATTACH A LETTER OF SUPPORT FROM YOUR MENTOR?
- ATTACH A COPY OF YOUR ABSTRACT (if applicable)?