USGA DIVISION OF FINANCE

TRAVEL GRANTS GUIDE

This guide provides a step-by-step process on how to submit a travel grant application through Engage. If you have any questions on how to submit a travel grant application, please contact our Co-Travel Grants Coordinators Colby Morrison (morrisck@uab.edu) or Afsheen Fatima (afatima2@uab.edu).

For your reference, please follow steps below to help with the budget request process.

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PART 1: BEFORE YOUR CONFERENCE

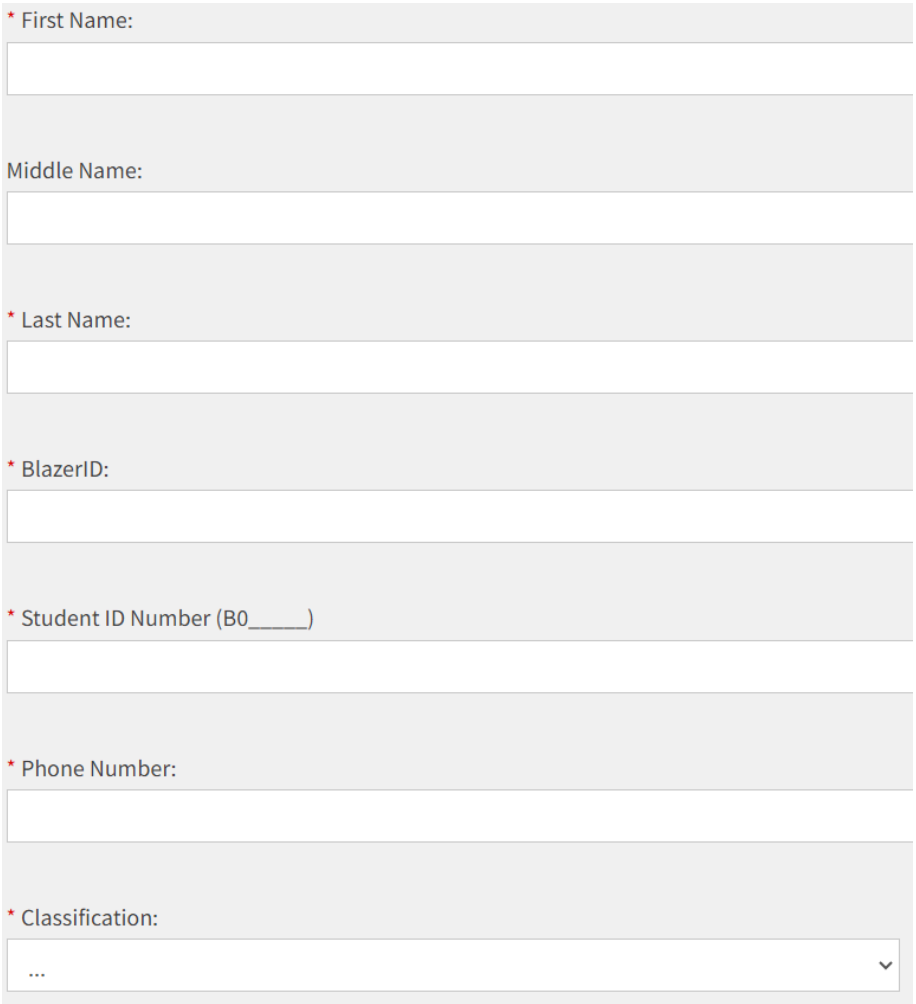
STEP 1

The Pre Conference form should be filled out **at least 3 weeks before conference.** Use the links below to access the pre-travel and post-conference forms!

Pre Conference Form (2025-2026)
https://uab.campuslabs.com/engage/submitter/form/start/607225

STEP 2

Fill out all of the general information requirements on the first page!



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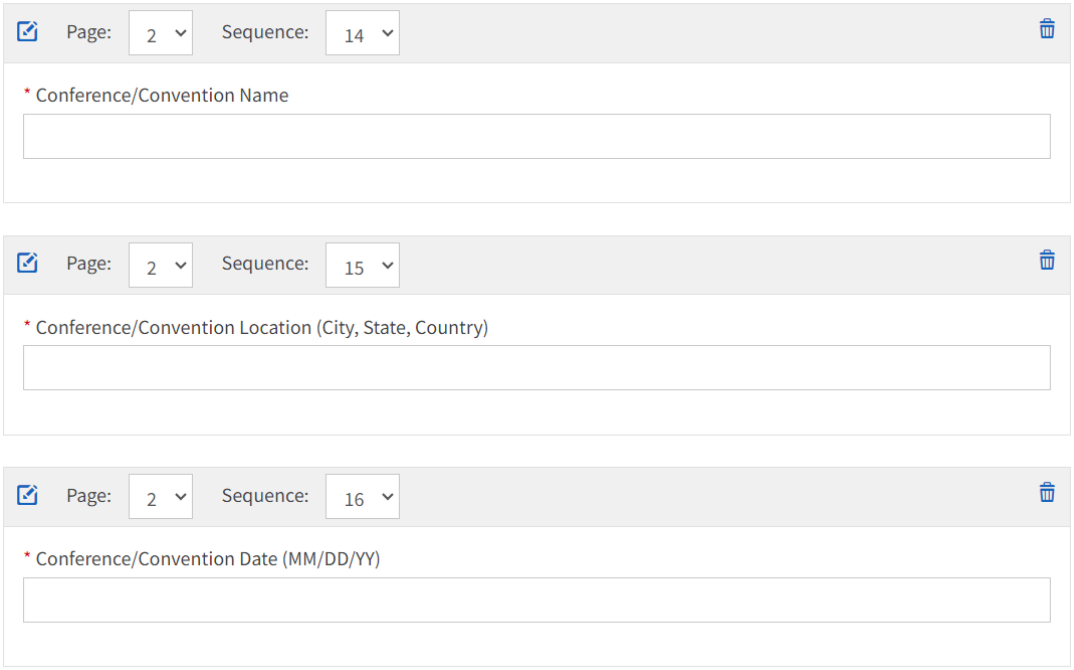
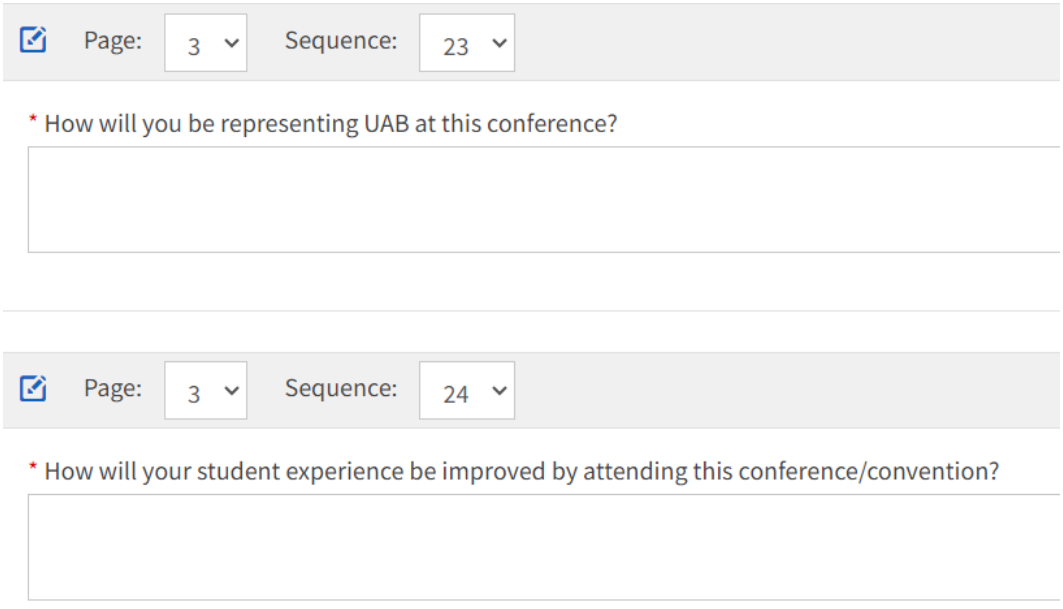
STEP 3 On the next page, fill out required conference details.



STEP 4 Please take your time to answer these questions on Page 3!



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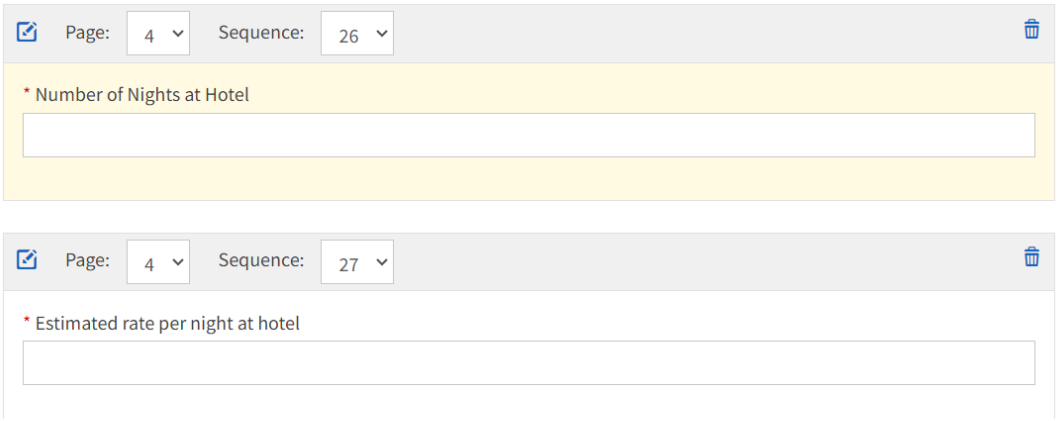
STEP 5

Enter all Expense Details on Page 4 and Click on "Save and Next" at the bottom .



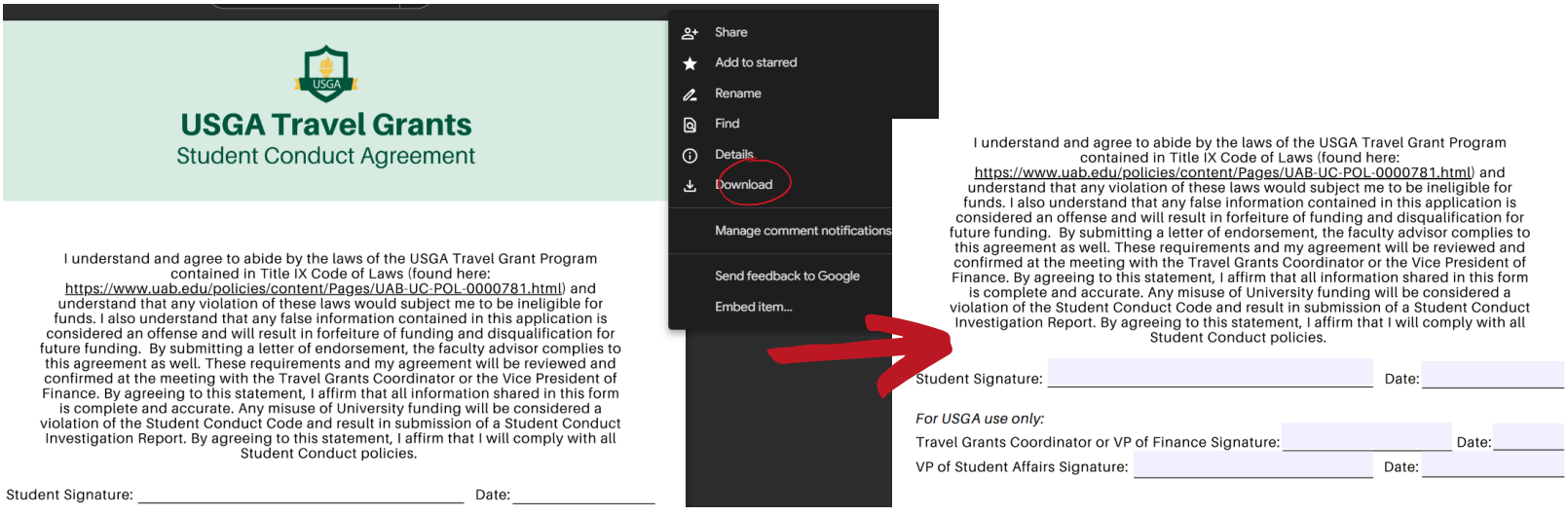
STEP 6

Download all of the forms hyperlinked on page 5.

Please fill out these forms. Note that they are all fillable PDFs, so download them from the google drive link to appropriately edit them.

Form #1: Student Conduct Agreement
Form #2: Letter of Endorsement
Form #3: Pre-Travel Forms

Ensure that you download the forms as a pdf from the google drive link to use them as a fillable form as shown in the right image.



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STEP 7

Fill out all forms appropriately and upload these forms to Travel Grant Application.
Leave the "For USGA use only:" fields blank.

**Letter of Endorsement will need to be signed by Primary Investigator (PI)

Student Signature: _____ Date: _____

For USGA use only:

Travel Grants Coordinator or VP of Finance Signature: _____ Date: _____

VP of Student Affairs Signature: _____ Date: _____

STEP 8

Initial your agreement to the Terms and Conditions present on Page 6.

* **Media Release**

If funding is granted:
I give the USGA Division of Communications and Finance permission to contact me about my conference and share my experiences through USGA media outlets. News about this project will be shared through social media when appropriate and tag UAB USGA.

Please indicate your agreement to the above statements for funding by entering your initials:

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* **Terms and Conditions:**

I understand and agree to abide by the laws of the USGA Travel Grant Program contained in Title IX Code of Laws (found here) and understand that any violation of these laws would subject me to be ineligible for funds. I also understand that any false information contained in this application is considered an offense and will result in forfeiture of funding and disqualification for future funding. By submitting a letter of endorsement, the faculty advisor complies with this agreement as well. These requirements and my agreement will be reviewed and confirmed at the meeting with the Travel Grants Coordinator or the Vice President of Finance. By agreeing to this statement, I affirm that all information shared in this form is complete and accurate.

Please indicate your agreement to the above statements for funding by entering your initials.

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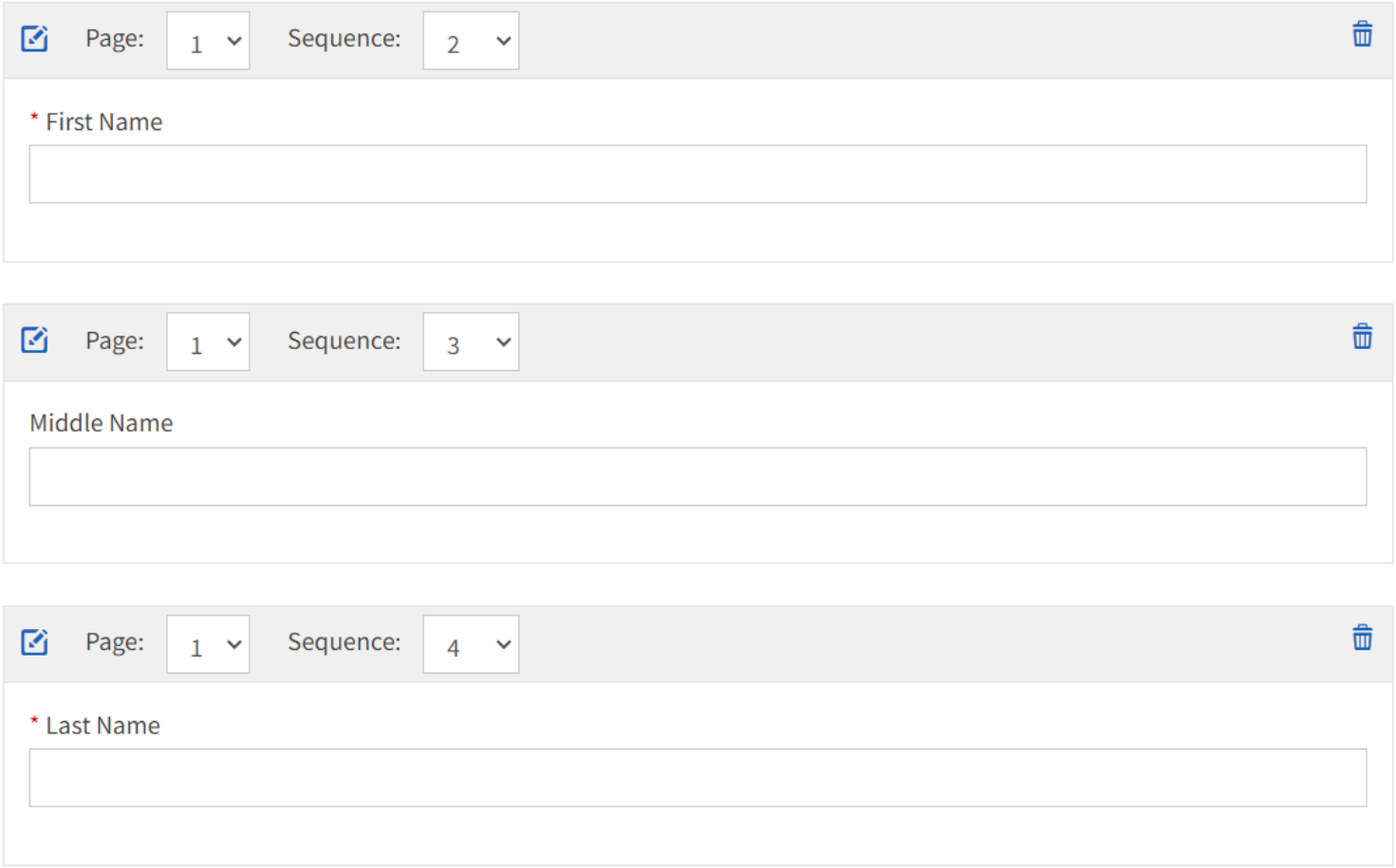
PART 2: AFTER YOUR CONFERENCE

STEP 1

Upon conclusion of your conference, **you have two weeks to complete the Travel Grant Post-Conference/Convention Form.** Use the post-travel link to begin this application.

STEP 2

Fill out relevant general information!



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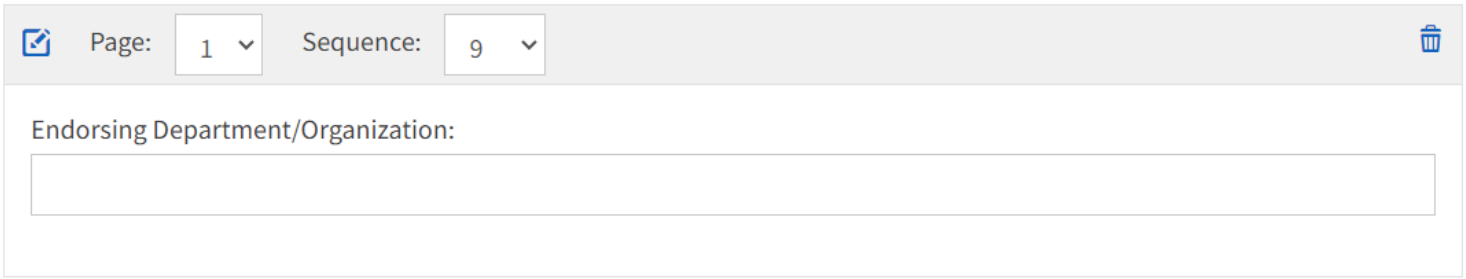
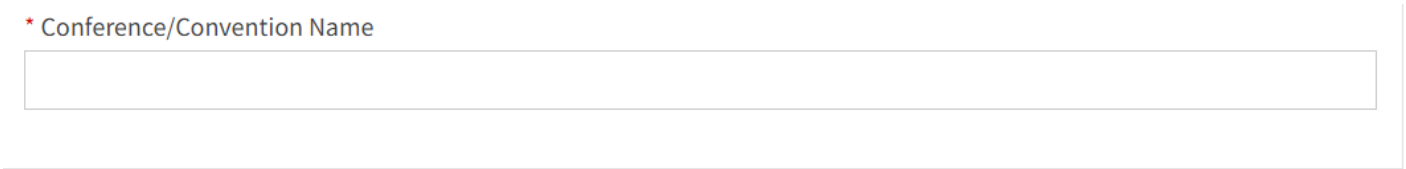
STEP 3

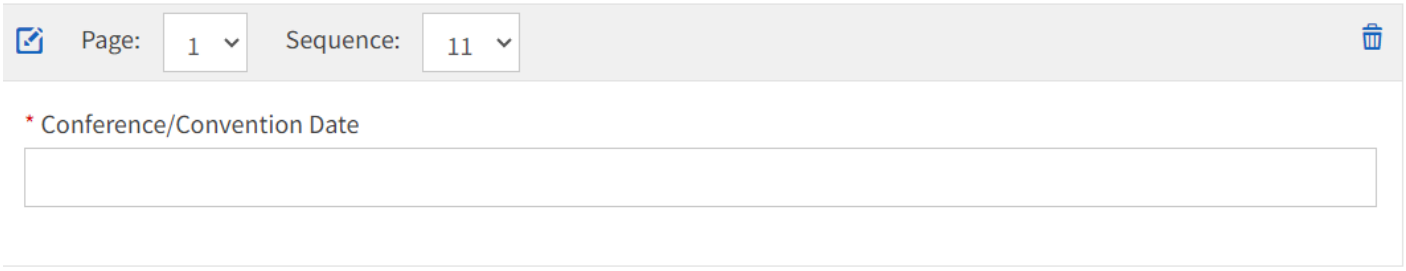
Be sure to add any organization that are matching your travel grant here! This field is very important!!! Otherwise, leave blank.

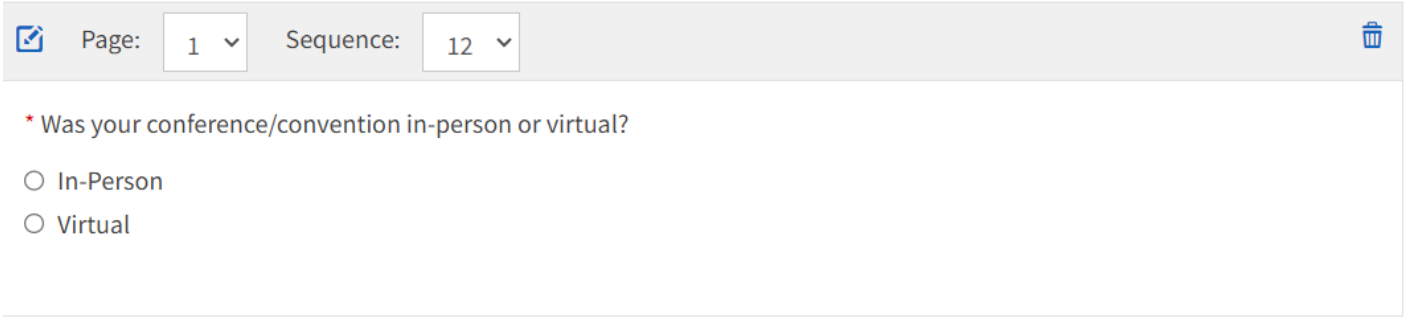


STEP 4

Fill out relevant conference details!







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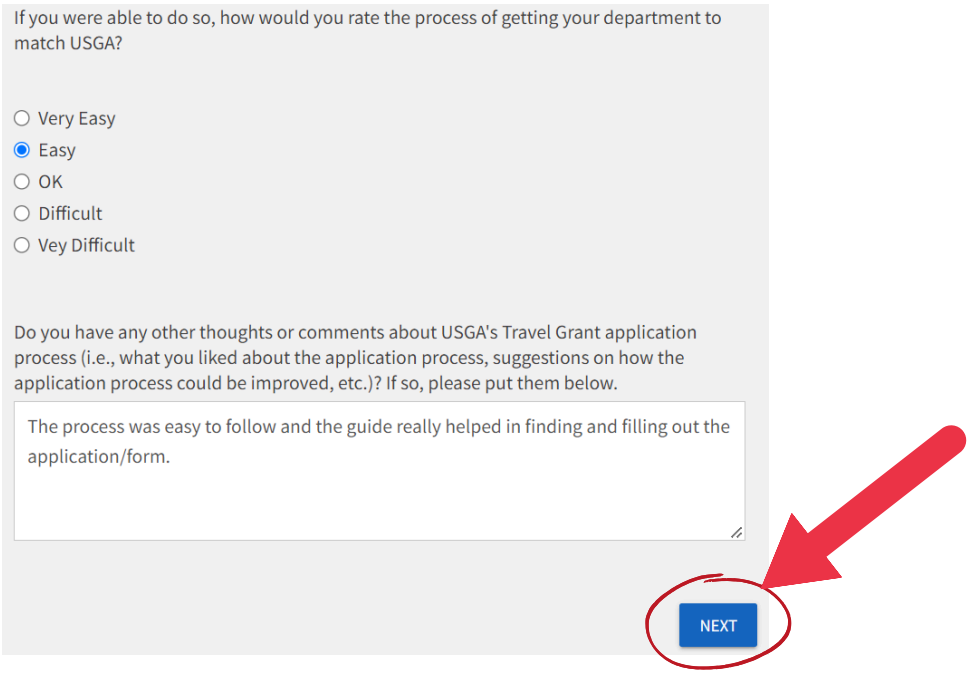
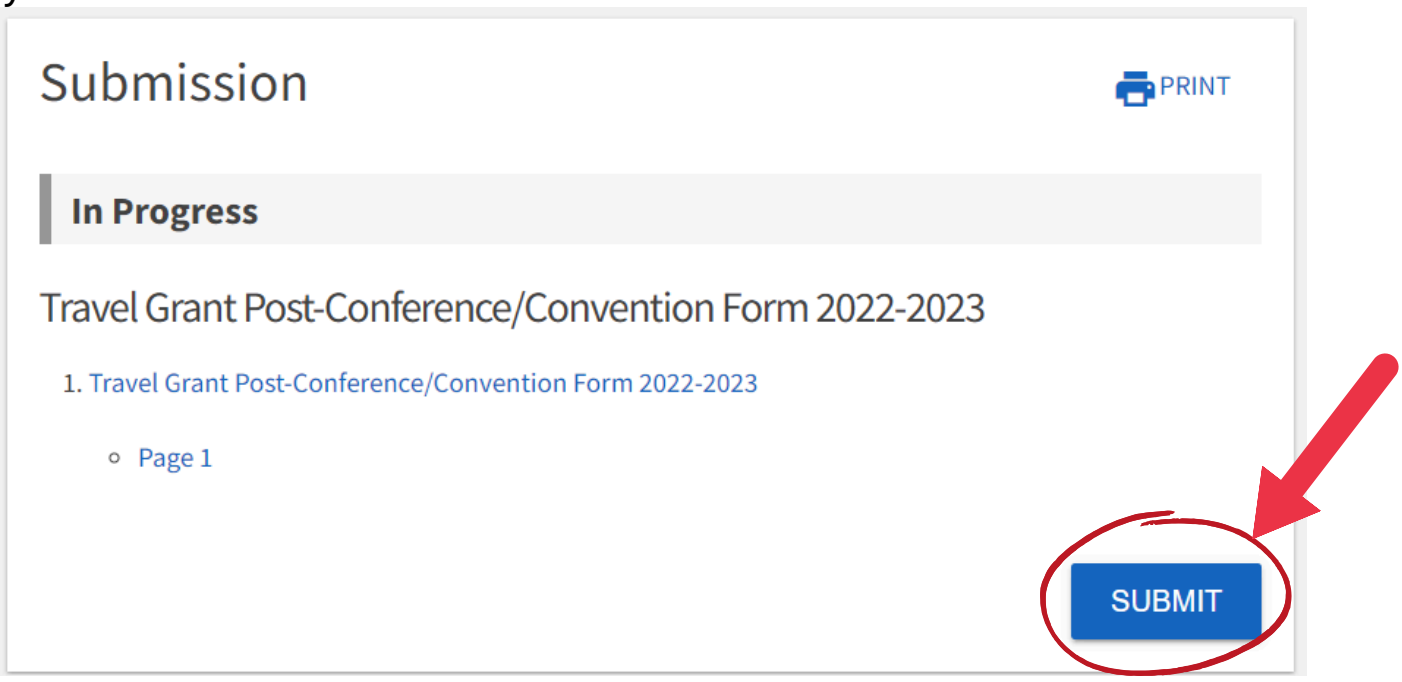
STEP 5

Click on "Next" when you reach the end of the form and have answered all the questions.



STEP 6

Review your submission and submit.



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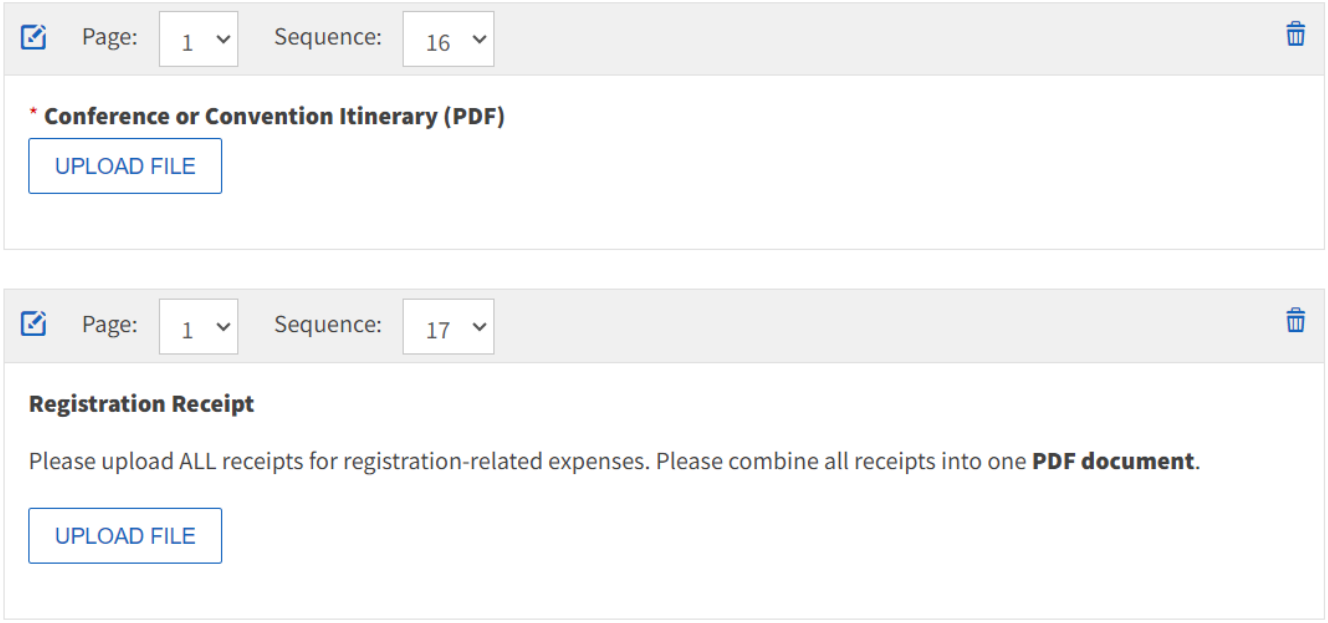
STEP 7

The next steps are uploading all relevant documents (conference details/receipts/other supporting documents). Please take time to appropriately organize your information because this will be the basis of which you get your money.

**Please convert all files to PDF form and upload accordingly.



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STEP 8

Answer relevant travel grant feedback questions. Please leave any comments to make process better.

* How likely are you to recommend a friend to apply for a USGA Travel Grant?

- ○ Very Likely
- ○ Likely
- ○ Neutral
- ○ Unlikely
- ○ Very Unlikely

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*

If you were able to do so, how would you rate the process of getting your department to match USGA?

- ○ Very Easy
- ○ Easy
- ○ OK
- ○ Difficult
- ○ Vey Difficult
- ○ N/A

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Do you have any other thoughts or comments about USGA's Travel Grant application process (i.e., what you liked about the application process, suggestions on how the application process could be improved, etc.)? If so, please put them below.

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REMINDERS:

- **All documentation uploaded must be in PDF Format.**
- **If you need to ask an extension, it must be granted before your initial deadline. The Travel Grants Coordinator reserves the right to deny your application if you do not meet the expected deadlines.**
- **Each conference attendee is responsible for his or her own submissions and deadlines.**
- **Do not submit documentation by email unless specifically requested by the Travel Grants Coordinator.**

STEP 9

Wait 6-10 weeks for your check to be reimbursed and sent to your home address as listed on BlazerNet.