|  |  |
| --- | --- |
| Student Name | Click or tap here to enter text. |
| Student Email Address | Click or tap here to enter text. |
| Academic Institution | Click or tap here to enter text. |
| Conference Name | Click or tap here to enter text. |
| Conference Date(s) | Click or tap to enter a date. |
| Title of Presentation | Click or tap here to enter text. |

**COVER PAGE**

|  |  |
| --- | --- |
| Total Amount of Funds Requested | Click or tap here to enter text. |
| Source of Non-NM Space Grant Funds | Click or tap here to enter text. |
| Amount of Non-NM Space Grant Funds | Click or tap here to enter text. |
| Travel Date(s)  *(Include in month/day/year format)* | Click or tap to enter a date. |
| Travel Destination | Click or tap here to enter text. |

*\*Note: Reimbursements after travel take up to four weeks to be completed.*

|  |  |
| --- | --- |
| Student Name | Click or tap here to enter text. |
| Signature of Student  *(Only wet or digital Adobe signatures are accepted)* | X |
| Date Signed | Click or tap here to enter text. |

**NARRATIVE**

*For specifications on each section, please read the Student Travel Grant Application Guidelines*

1. Proposed Presentation
2. Proof of Acceptance
3. Budget and Budget Justification *(Use template below)*

**III. BUDGET**

|  |  |
| --- | --- |
| Student Name | Click or tap here to enter text. |
| Student Email Address | Click or tap here to enter text. |
| Academic Institution | Click or tap here to enter text. |
| Conference Name | Click or tap here to enter text. |
| Presentation Title | Click or tap here to enter text. |

*This budget table is just a template. Feel free to add or delete rows if you want to provide a detailed breakdown of your expenses or if the suggested items do not apply to your project.*

|  |  |
| --- | --- |
| **Proposed Budget Table** | |
| **Item** | **Requested Amount**  **(NMSGC Funds)** |
| 1. Travel Expenses |  |
| a. Airfare | $ |
| b. Lodging | $ |
| c. Mileage | $ |
| d. Car rental | $ |
| e. Meals | $ |
| 1. Other Expenses (specify) |  |
| a. Other (specify) | $ |
| b. Other (specify) | $ |
| **Total** | **$** |

*\*Note: No F&A/IDC, foreign travel or civil service personnel costs are allowed to be charged to NMSGC projects. For details review the Student Travel Grant Application Guidelines.*

**Total Cost: Click or tap here to enter text.**

**BUDGET JUSTIFICATION**

|  |
| --- |
| **Budget Justification for Requested Amount (NMSGC Funds)**  Please provide the following: Estimated travel costs (lodging, conference fees, meals, airfare), travel dates, travel destinations, names of people traveling, purpose of travel. |
|  |