|  |  |
| --- | --- |
| 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.*

|  |  |
| --- | --- |
| **Expense Details (Legible receipts and documentation required)** | |
| **Item** | **Requested Amount**  **(NMSGC Funds)** |
| 1. Travel Expenses |  |
| a. Airfare | $ |
| b. Lodging | $ |
| c. Mileage (check NMSU rate) | $ |
| d. Auto 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 Reimbursement Application Guidelines.*

**Total Reimbursement 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.  Please note that legible receipts and documentation will be required as proof of expenses. |
|  |