ABC Student Conference Travel Award Guidelines
2018-2019

The ABC Program invites ABC MA students to apply for ABC Student Conference Travel Awards. These awards provide up to $1,500 to offset costs associated with travel for students’ presentations (spoken or poster) at professional conferences/events. Award applications are reviewed in the fall and spring semester of each academic year. Students may receive an award only once. The application should be completed by the student and signed by his/her academic mentor. Only applications approved and signed by the student's mentor are eligible for funding.

All inquiries regarding ABC travel grant submissions should be directed to Lily Ameling (abc.dir@hunter.cuny.edu), administrative assistant to Dr. Diana Reiss, the ABC Program Director.

Deadlines

Applicants are advised to submit their application materials to their advisers at least one week before the scheduled deadline.

Eligibility Requirements

- Applicants must be currently enrolled as MA students in the ABC Program at Hunter College.
- Students’ presentations/exhibitions must be accepted and listed on the conference/event program.
- MA students are also be eligible to receive a travel award from the Hunter College Graduate Student Association (GSA).

Checklist of Required Application Materials

☐ A completed application with original signatures
☐ A detailed budget (see sample below)
☐ A copy of the conference program or letter of acceptance from the session or event organizer

Disbursement of Award Funds

Students receiving an ABC Travel Award must submit original receipts for approved expenses to Lily Ameling (abc.dir@hunter.cuny.edu). Funds must be used within one year of being awarded and prior to the student’s completion of graduate work at Hunter College.
Graduate Student Conference Travel Award Application
2018-2019

Proposals must be reviewed and signed by the student's academic faculty mentor prior to submission. By signing below the student and mentor agree they have read and accepted the guidelines outlined within the application. Please type or print clearly.

NAME: _______________________________

STUDENT ID #: _______________________________

EMAIL: _______________________________

PHONE: _______________________________

ACADEMIC MENTOR: _______________________________

TYPE OF PRESENTATION: _______________________________

PRESENTATION TITLE: _______________________________

CONFERENCE NAME: _______________________________

LOCATION: _______________________________

TYPE OF CONFERENCE:
☐ REGIONAL
☐ NATIONAL
☐ INTERNATIONAL
☐ Other (please specify)

TRIP DATES: FROM: _______________________________ TO: _______________________________

In the space provided please provide a short description (no more than 50 words) of your project.

[Blank space for description]
### Projected Expenses

<table>
<thead>
<tr>
<th>Category</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Conference/Event Registration</td>
<td>$____________</td>
</tr>
<tr>
<td>Airfare</td>
<td>$____________</td>
</tr>
<tr>
<td>Rail or Bus</td>
<td>$____________</td>
</tr>
<tr>
<td>Car Rental</td>
<td>$____________</td>
</tr>
<tr>
<td>Car Mileage</td>
<td>$____________</td>
</tr>
<tr>
<td>Cabs or other local transportation</td>
<td>$____________</td>
</tr>
<tr>
<td>Parking</td>
<td>$____________</td>
</tr>
<tr>
<td>Lodging</td>
<td>$____________</td>
</tr>
<tr>
<td>Childcare or Eldercare</td>
<td>$____________</td>
</tr>
<tr>
<td><strong>Total Expenses</strong></td>
<td>$____________</td>
</tr>
</tbody>
</table>

__________________________  ________________________
SIGNATURE OF ACADEMIC PROGRAM ADVISER  DATE

__________________________  ________________________
SIGNATURE OF APPLICANT  DATE