

RAPS Travel Grant Proposal

Name: _____ UH Number: _____

Regents Scholar Presidential Scholar

Abstract (a maximum of 250 words describing the travel destination and how it relates, specifically, to your academic program and plans):

Itinerary (include departure and return dates, as well as description of plans at each location):

Proposed Budget*:

Transportation:

Airfare \$ _____

Ground transportation \$ _____

Room and Board:

Lodging \$ _____

Food \$ _____

Miscellaneous:

Registration fees \$ _____

Tuition \$ _____

Other _____ \$ _____

Other _____ \$ _____

Total \$ _____

*Retain all receipts as travel documentation, including receipts for airfare (including boarding passes), hotel, registration fees, tuition, transportation, food, etc. for submission with your travel completion report. Your travel completion report must be submitted within 30 days of completion of travel.

Signature: _____ Date: _____

Regents and Presidential Scholarship
Travel Grant Advance Agreement

To be completed if you are requesting advance payment prior to travel.

Name: _____

UH#: _____

By submitting this request for a RAPS Travel Grant Advance, I agree to the following:

- 1) I will submit my travel completion report within 30 days of the completion of my travel.
- 2) I will submit receipts (including boarding pass if applicable) along with my travel completion report.
- 3) I will pay back my travel grant advance if I do not submit my travel completion report and receipts.
- 4) If my substantiated receipts are less than my advance, I will pay back the difference.
- 5) Failure to pay back monies due will result in a UH financial obligation.

Signature _____ Date: _____