

## RAPS Travel Grant Proposal Form

Name: \_\_\_\_\_ Email: \_\_\_\_\_

UH Number: \_\_\_\_\_  Regents Scholar  Presidential Scholar

***Please fill out the abstract below and include all attachments and sign the bottom. All are necessary for a complete proposal submission. Incomplete proposals will not be submitted for payment.***

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

### **Please attach the following (In PDF attachment format, No web links):**

*Required:*

- Itinerary:** Travel schedule clearly showing departure and return dates.
- Agenda:** Include agenda or program from study abroad program/conference/etc. This should include start/end dates for the event for which you are travelling.
- Budget Worksheet:** Complete the RAPS travel budget worksheet with proposed expenses.
- Travel Advance Request:** Attach signed and dated agreement; if appropriate amount of time ahead.

*Optional:*

- Receipts:** Include receipts for any portion of the trip already paid for at the time of submission, such as Conference Registration invoice, Flight invoice, AirBnB booking, and so forth. If you have not yet paid, but have an invoice or list of fees please include that instead.

By typing your name on the signature line below, you are signing this Agreement electronically. You agree your electronic signature is the legal equivalent of your manual signature on this proposal.

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Faculty Advisor Signature : \_\_\_\_\_ Date: \_\_\_\_\_

Your travel completion report must be submitted within **30 days** from the return date of travel. Submit report, budget and all receipts to submit to [rapsoa@hawaii.edu](mailto:rapsoa@hawaii.edu). Please direct any questions to the System Office of Student Affairs [rapsoa@hawaii.edu](mailto:rapsoa@hawaii.edu) | 808-956-8753.

**Regents and Presidential Scholarship  
Travel Grant Advance Agreement**

This agreement is required if requesting a payment advance for all RAPS Travel Grants. All advance requests must be received by the Office of Student Affairs no later than **60** days prior to the date of departure.

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** from the date of return of my travel.
- 2) I will submit all itemized receipts with my travel completion report to the Office of Student Affairs.
- 3) I understand that I will be responsible to pay back my travel grant advance if I do not submit my travel completion report and receipts by the 30 day deadline.
- 4) In the occurrence that my substantiated receipts are less than the amount in this advance request, I will pay the University of Hawaii back the difference of the two.
- 5) I understand that if I fail to pay back any monies owed or do not submit my travel completion form within 30 days of return, that I will have a UH financial obligation added to my account.

Signature \_\_\_\_\_ Date: \_\_\_\_\_