

## RAPS Travel Grant Completion Form

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

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

**Summary:** (Please summarize what you learned through your travel, both academically and personally. Please include any key take-aways and how you plan to use this experience to grow professionally and/or personally.)

### Please attach all of the following:

**Itinerary/Agenda/Schedule:** include flights, trains, car itineraries, event agenda, or program from study abroad program/conference/etc. This should include start/end dates for the event for which you are travelling. In PDF attachment. No Links.

**Budget worksheet edited with actual expenses:** Update the submitted RAPS travel budget worksheet with totals of the actual expenses.

**Copies/Scans of receipts:** Include receipts for all travel related expenses. Including receipts for airfare, hotel, registration fees/tuition, car rental, parking, books, supplies, food, etc.

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

\*\*\* This travel completion report must be submitted within **30 days** of completion of travel.\*\*\*

Please direct any questions to the System Office of Student Affairs [rapsoa@hawaii.edu](mailto:rapsoa@hawaii.edu) | 808-956-8753.

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Office Use Only:  Advance paid  Reimbursement requested