

## WISE/CITIGROUP TRAVEL AWARD APPLICATION DIRECTIONS

For the Academic Year 2004-2005, Citigroup has awarded WISE a grant which can fund travel expenses for pairs of WISE students along with their professors to attend a professional conference. A total of \$5,000 has been awarded, and each pair of applicants can apply for up to \$1,000. The purpose of the grant is to expose students to the scholarly research being performed in their fields and enhance student/professor relationships.

Please note that depending on the number of applicants, you may not be reimbursed for the total amount requested. Preference will be given based on two parameters: how early the application is received, and whether a paper will be presented. Specifically, highest preference will be given when the student is making a presentation, second if the professor is making a presentation, and third if they are simply attending the conference. Because we have such limited funds, applications received by November 19<sup>th</sup>, 2004 will be given priority over any received thereafter.

If an award is made, applicants will be notified of the amount. The student and professor will have to pay for the expenses up front, and then submit original documentation of costs for reimbursement (such as plane tickets which must be booked through Austin Travel on campus, hotel receipts, meal receipts, etc.).

To apply, please complete the attached application, and include an original conference brochure or announcement. You can drop off the application in the WISE office, or mail it to us at:

WISE Program  
Physics P-120  
SUNY Stony Brook  
Stony Brook, N.Y. 11794-3800

Attn: Carrie-Ann Miller, Director of WISE

WISE/CITIGROUP TRAVEL AWARD APPLICATION

Student's Name \_\_\_\_\_

Student's Telephone Number \_\_\_\_\_

Date of Submittal of Request \_\_\_\_\_

Student's E-mail Address \_\_\_\_\_

Professor's Name \_\_\_\_\_

Professor's Telephone Number \_\_\_\_\_

Professor's Dept. \_\_\_\_\_

Professor's E-mail Address \_\_\_\_\_

Will a paper be presented? Yes \_\_\_\_\_ No \_\_\_\_\_

By whom? \_\_\_\_\_

Paper Title \_\_\_\_\_

Conference title and location \_\_\_\_\_

Conference dates \_\_\_\_\_

Costs – May include any of the following:

Receipts must be attached for reimbursement after travel in accordance with State travel guidelines.

Plane (Booked through Austin Travel on Campus)

\_\_\_\_\_

Train \_\_\_\_\_

Hotel \_\_\_\_\_

Meals (Maximum amount is determined by State Guidelines)

\_\_\_\_\_

Conference Fees \_\_\_\_\_

Other (specify) \_\_\_\_\_

\*Please note that there is a maximum amount that you will be reimbursed, so be careful in your estimation of expenses.

Total requested: \_\_\_\_\_

Professor's signature \_\_\_\_\_

Student's signature \_\_\_\_\_

**\*\*Please attach a copy of the brochure or announcement for the conference and any other relevant supporting documentation.**