

Blake K. Scanlon Applied Learning Presentation Grant Application

Name:

G#:

Address:

Phone:

Email:

Major:

- Undergraduate
- Full-time (12 hours or more)

- Graduate
- Part-time (less than 12 hours)

Organization:

Office held:

Conference/Event Name:

Conference Participation:

- Presenting
- Participating
- Attending
- Other _____

Name of your presentation (if applicable):

Event Date(s):

Event Location:

Conference Website:

List other students or faculty traveling with you:

Budget of Expenses:

Dates of Travel						Totals
Your Hotel Cost (circle one) Total in room: 1 2 3 4						
Your Gas Cost (circle one) Total in car: 1 2 3 4						
Cab/Uber/Bus Cost						
Parking Cost						
Airline/Train Cost						
Registration Fee						
Meal Cost						
Other						
Total amount of request \$						

Meals: Maximum of \$10 breakfast, \$10 lunch, \$20 dinner

Hotel, Gas and Parking: Indicate your individual amount. If your hotel is \$150 including tax and you are sharing with two other people, circle #3 and put down \$50 for each night.

Other: indicate the expense item and the cost.

Other sources of funding:

Amount of other funding:

Signature and Printed Name of Student _____

Signature and Printed Name of Dept. Chair _____

Remember to fill out the second page!

If presenting or performing, give a brief abstract of your presentation or overview of your performance. *If you are presenting a paper, please attach a copy of the call for papers as well as the acceptance letter for the presentation.*

How will participating in this event help you as a student and in your field?

Please provide any additional details needed for the selection committee to understand this event and/or your financial request.

Blake K. Scanlon Applied Learning Presentation Grant Fund Application Check List

I have included the following to make my application complete:

- _____ **Completed and Signed Application**
- _____ **Budget of Expenses**
- _____ **Department Chair Signature**
- _____ **Faculty Support Letter**
- _____ **Call for Paper and Acceptance of Paper (if applicable)**

Submit to:

**Missouri Western State University Foundation
4525 Downs Dr, Spratt Hall 111
Saint Joseph, MO 64507**

Deadlines:

Fall requests should be submitted no later than the **third Friday in October**.
Spring requests should be submitted no later than the **third Friday in February**.

Reimbursement Process (if approved for funding):

- Expenses are paid on a reimbursement basis only. This is to ensure that the student uses the funds appropriately.
- If driving to a conference, Mileage reimbursement will be at the appropriate mileage rate that is set by the University each year. Mileage is to be computed over the most commonly traveled (i.e. shortest route) route. A map will be required for reimbursement.
- Original detailed receipts, travel reimbursement Form, accountability report, and thank you must be turned in to the Foundation Office located in Spratt Hall 111 within a month of returning from your conference.
- Once the receipts are reviewed, a check will be issued to the student.
- Students will receive a notification to the email listed on their application when their check is ready for pick up in Leah Spratt Hall, Room 110. Bring one form of ID with you.