

APPLICATION FOR THE BOYD LYON MEMORIAL TRAVEL AWARD
UCF BIOLOGY GRADUATE STUDENT ASSOCIATION

FUNDING POLICIES:

- BGSA will allocate a maximum of \$150 to be distributed to one or multiple individuals per semester for conference travel.
- Funding eligibility is determined by merit of abstract followed by financial need.
- This allocation request must be received by March 1st or October 1st in order to be considered. Decisions will be made by the BGSA Travel Committee on March 31st and October 31st. Funding will be dispersed on April 1st and November 1st unless exceptions exist.
- Funding may only be used for conference registration, lodging, travel (airfare or mileage), and/or food.
- Allocation request or questions regarding travel should be directed to the appointed committee for that semester (see <http://biology.ucf.edu/~bgsa/TRAVEL.htm>).
- All recipients must acknowledge that funding was granted from the Boyd Lyon Memorial Travel Award on their poster or after their talk.

CONFERENCE INFORMATION:

NAME: _____ ADVISOR: _____

PID: _____ EMAIL: _____

CONFERENCE NAME: _____

LOCATION & DATE(S) OF CONFERENCE: _____

DATE & TIME OF DEPARTURE & RETURN: _____

ABSTRACT TITLE: _____

PURPOSE OF CONFERENCE: _____

DOCUMENTS:

All of the following documents must be attached. The BGSA committee will check once completed/attached.

- Copy of abstract (only write title and PID on top, DO NOT put your name)
- Copy of conference schedule
- Copy of confirmation email for conference
- Receipts and/or proof of purchase
- Outlined budget (including other sources of funding applied for and/or received)
- Other _____.

For BGSA committee only, do not fill out

Approved: Y N Amount: \$ _____ Dispersed: Y N
BGSA Committee Signature: _____
BGSA Advisor Signature: _____
Applicants Signature post money dispersal: _____

Received: _____ Date: ____